USER MANUAL
Financial Monitoring and Planning - Staff Cost

(Document 27e)

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1   Module Overview

1.1   Introduction

1.1.1 <u>Objective</u>

The FMP – Staff Cost (FSC) Module in WebSAMS provides effective tools for the schools to (i) manage information on staff cost, (ii) monitor allocation of staff cost, (iii) prepare staff payroll payment via bank's autopay or system-generated cheque, (iv) maintain provident fund register for individual staff, (v) submit employer's tax return to the Inland Revenue Department electronically and (vi) receive staff information from Staff / Staff Deployment Module for staff master records.

Necessary system checking is incorporated to guard against faults and errors. This document provides information on Staff Cost Module functions and the corresponding procedural guide.

1.1.2 <u>Highlights</u>

Functions in Staff Cost Module are organized in the following seven groupings: (i) Setup, (ii) Staff Master, (iii) Payroll, (iv) Provident Fund Register, (v) Tax Return, (vi) Enquiry and (vii) Report.

The followings are some of the key features of the FMP – Staff Cost Module:

1. Users are allowed to maintain basic provident fund rate setting of Grant / Subsidized Schools Provident Fund Scheme for teaching staff, ORSO Scheme for non-teaching staff and MPF Scheme for non-teaching staff.

2. Users can maintain earning and deduction payroll items.

3. Users can maintain reimbursement items.

4. Users can maintain tax information setup.

5. Users can maintain autopay setting for autopay services of three banks, namely: Hong Kong and Shanghai Bank (MRI), Hang Seng Bank (MRI) and Bank of East Asia (MAS (Payroll)).

6. The system is able to synchronize staff master records from Staff / Staff Deployment Module.

7. Users can create staff master records for temporary payroll purpose for whom the corresponding staff record has not yet been created in Staff / Staff Deployment Module.

8. Users can maintain staff profile, employment, brought forward balance of provident fund contribution, payroll settings for the purpose of updating staff payroll, provident fund register and tax return for individual staff.

9. Users can transfer records of staff created in Staff Cost Module to the same staff created in Staff / Staff Deployment Module.

10. Users can copy staff payroll setting from one staff to another staff.

11. Users can prepare monthly payroll for staff.

12. Users can maintain payroll and provident fund contribution.

13. Users can export payroll and provident fund contribution to a CSV formatted file for bulk updating and then import it back to the system.

14. Users can generate payroll voucher for three different payment methods: "Autopay", "Cheque – With Printing" and "Cheque – Without Printing".

15. Users can generate bank-specified autopay file of staff payroll information in Staff Cost Module and then incorporate the file generated into the autopay programme provided by the bank.

16. Users can issue system-printed cheque to staff for staff payroll payment.

17. Users can generate provident fund voucher for three types of provident fund schemes: (i) Grant / Subsidized Schools Provident Fund Scheme – Journal Voucher, (ii) ORSO Schemes – Payment Voucher and (iii) Mandatory Provident Fund Scheme – Payment Voucher.

18. Users can issue cheque through the system to trustee for provident fund contribution.

19. Posting of payroll voucher and provident fund voucher in Staff Cost Module will post to General Ledger in Bookkeeping Module.

20. The system is able to capture payroll amounts for staff's income accruing for that taxation year in Tax Return.

21. The system is able to register provident fund contributions of individual staff.

22. Users can adjust individual staff's tax return information and taxable items for filing tax return purpose.

23. Users can generate employer's tax return and then submit it to the Inland Revenue Department through electronic file.

24. Users can generate Mandatory Provident Fund remittance advice.

25. Users can generate reports such as Payroll Slip, Payroll Voucher and Provident Fund Voucher with four available formats (PDF, WORD, RICHTEXTand EXCEL) in Chinese and English versions.

26. Staff Cost Module is one of the seven modules in FMP. Users may choose to use Staff Cost Module only or any combination of FMP Modules at any time.

27. If users do not use Budgeting Module, all unposted payroll vouchers and provident fund vouchers generated in Staff Cost Module will not carry out budget check. If users set the effective date of Budgeting Module later than that of Staff Cost Module, then all the unposted vouchers generated before the effective date will not go through budget check.

28. If Bookkeeping Module is not set to be effective, month-end and year-end processes will not be available because these processes are functions of Bookkeeping Module. Consequently, opening and closing of accounting month in Common Setup will be directly linked to payroll month in Staff Cost Module. If users close the payroll month in Staff Cost Module, the system will close the corresponding accounting month in Common Setup Module. To re-open the payroll month in Staff Cost Module, users are required to re-open the corresponding accounting month in Common Setup Module beforehand.

29. Before performing month-end and year-end processes in Bookkeeping Module, the system will check whether the related payroll month(s) in Staff Cost Module have been closed if both Staff Cost Module and Bookkeeping Module are effective

1.2   Function Chart

This chart shows all available functions of FMP – Staff Cost (FSC) Module.

FMP- Staff Cost (FSC)

|		
Setup → Provident Fund Setup	Grant / Subsidized Schools P Fund Scheme	• Maintain General Setting • Add Fund Rate Setting • Maintain Fund Rate Setting
	ORSO Scheme	• Maintain General Setting • Add Fund Rate Setting • Maintain Fund Rate Setting
	MPF Scheme	• Maintain General Setting • Add Fund Rate Setting Maintain Fund Rate Setting
Payroll Setup	Payroll Items	• Add Payroll Item • Maintain Payroll Item
	Provident Fund	• Maintain Provident Fund Contribution Account Code
	Reimbursement Items	• Add Reimbursement Item • Maintain Reimbursement Item
Tax Information Setup	• Maintain Tax information	
Autopay Setup	• Maintain Autopay Setting	
Staff Master → Add	• Create Staff for Temporary Payroll	
Search	Staff Mapping	• Staff Mapping
	Print Log	• Print Log of Transaction from STF and STD Modules
	Copy To	• Copy Staff Payroll Setting
	Save	• Select Staff to Capture for Payroll
	Delete	• Delete Staff in FMP
Link to Individual Staff	Personal	• Maintain Personal Information of Staff • Staff Synchronization
	Employment	• Add New Staff Employment • Maintain Staff Employment
	Provident Fund	• Maintain Staff Provident Fund Setting
	Payroll Account Code	• Maintain Staff Payroll Item Account Codes • Maintain Staff Reimbursement Item Setting • Copy Staff Payroll Setting
	Payroll Amount	• Maintain Staff Payroll Item Amount • Maintain Staff Payment Setting • Copy Staff Payroll Setting
	Cost Allocation	• Maintain Staff Cost Allocation • Copy Staff Payroll Setting

P Fund Register

Staff Mapping	• Staff Mapping
Print Log	• Print Log of Transaction from STF and STD Modules
Search	• Search Staff Provident Fund Register Records • Maintain Staff Provident Fund Register Adjustment Records

Tax Return

Staff Mapping	• Staff Mapping
Print Log	• Print Log

Link to Individual Staff

Staff Basic Information	• View Staff Basic Information for Tax Return • Maintain Capacity (Staff Rank) for Tax Return • Staff Synchronization
Tax Return Basic Information	• Maintain Staff Tax Return Basic Information • Maintain Particulars of income accruing for the taxation year
Residence and Other Information	• Maintain Staff Tax Return Residence and Other Information
Freeze / Unfreeze	• Freeze / Unfreeze Taxation Year
Save	• Select Staff for Tax Return
Generate IR56B	• Generate List of employees with IR56B Filed via Computerized Format to be filed to IRD; Soft Copy of IR56B to be filed to IRD; Employer's Tax Return (IR56B).

Enquiry
• Staff Cost Control Enquiry

Report
• Print and Preview Staff Cost Report
• Save Staff Cost Report to Report Management Repository

1.3 Flow Diagram

1.3.1 Inter-FMP Modules Flow Diagram

This diagram shows the flow between FMP – Staff Cost (FSC) Module and other FMP Modules.

FCS	FBG	FSC	FBK

Beginning of Accounting Year
- Create Accounting Year
- Set up Chart of Account
- Set up Voucher Type

- Receive EMB Grant
  - *If FBG module is effective*
- Prepare Annual Budget
  - *If FBG module is effective*
- Approve Annual Budget
  - *If FBG module is effective*

Beginning of Payroll Month
- Open Accounting Month

- Maintain Setup
- Maintain Staff Master

End of Payroll Month
- Prepare Monthly Payroll
- Provident Fund Register | Perform Month End
  - *If FBK module is effective*
- Maintain Tax Return

End of Taxation Year
- Generate Employer's Tax Return to the Inland and Revenue Department

End of Accounting Year
- Generate Annual Reports

- Perform Year End
  - *If FBK module is effective*

1.3.2 Monthly Payroll Flow Diagram

This diagram illustrates the workflow of preparing monthly payroll.

Set as "Not Required" to generate Provident Fund Voucher

NO

Require to generate Provident Fund Voucher

YES

The system performs budget check.

Generate Provident Fund Voucher

R-FSC001-E — Payroll Validation Report (Provident Fund Voucher)

R-FSC026-E — Provident Fund Voucher

Delete Provident Fund Voucher

NO

Provident Fund Voucher Correctly Generated?

YES

Cheque – With Printing

Cheque – Without Printing

Print System Cheque

1. Issue Cheque Manually.

Confirm System Cheque?

NO

Fill in Cheque No. in Provident Fund Voucher

YES

Pay Slip — R-FSC005-E

Post Payroll Voucher

The system accumulates taxable payroll item to staff's particulars of income accruing from the corresponding taxation year in Tax Return

Aided School Monthly Paysheet — R-FSC020-E

Post Provident Fund Voucher

The system creates a relevant provident fund register record in Provident Fund Register

MPF Remittance Advice — R-FSC004-E

Close Payroll Month

Finish Preparing Monthly Payroll

1.3.3 Tax Return Flow Diagram

This diagram illustrates the workflow of preparing employer's tax return.

1.4   Interactions with other Modules

1.4.1 Interactions with Other Modules – From Modules Level

| **FMP – Staff Cost (FSC)** | **FMP – Common Setup (FCS)** |

FMP – Common Setup (FCS)

- FSC01 – Enquiry
- FSC02 – Provident Fund Setup
- FSC03 – Payroll Item and Reimbursement Setup
- FSC04 – Provident Fund Account Code Setup
- FSC05 – Maintain Staff Master
- FSC06 – Staff Interface
- FSC07 – Data Synchronization
- FSC08 – Copy Staff Payroll Setting
- FSC09 – Staff Mapping and Transfer Staff Temporary Payroll
- FSC10 – Maintain Staff Provident Fund Setting
- FSC11 – Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting
- FSC12 – Maintain Staff Cost Allocation Setting
- FSC13 - Maintain Staff Payroll Item Amounts and Staff Payment Setting
- FSC14 – Prepare Payroll
- FSC15 – Import/Export Payroll Items and Provident Fund Contribution
- FSC16 – Generate Payroll Voucher and Provident Fund Voucher
- FSC17 – Autopay Setup and Generate Autopay File
- FSC18 – Print System Cheque
- FSC19 – Generate Remittance Advice
- FSC20 – Post Payroll Voucher and Provident Fund Voucher
- FSC21 – Maintain Provident Fund Register
- FSC22 – Maintain Staff Provident Fund Brought Forward Balance
- FSC23 – Maintain Tax Return
- FSC24 – Generate Tax Return
- FSC25 – Reporting
- FSC26 – School Tax Information Setup

FMP – Bookkeeping (FBK)

- FSC16 – Generate Payroll Voucher and Provident Fund Voucher
- FSC18 – Print System Cheque
- FSC20 – Post Payroll Voucher and Provident Fund Voucher

FMP – Budgeting (FBG)

- FSC16 – Generate Payroll Voucher and Provident Fund Voucher

FMP – Capital Asset Register (FCA)

- FSC05 – Maintain Staff Master

Staff (STF)

- FSC06 – Staff Interface
- FSC07 – Data Synchronization

Staff Deployment (STD)

- FSC06 – Staff Interface
- FSC07 – Data Synchronization

School Management (SCH)

- FSC25 – Reporting

Housekeeping (HSE)

- FSC01 – Enquiry
- FSC05 – Maintain Staff Master
- FSC06 – Staff Interface
- FSC07 – Data Synchronization
- FSC08 – Copy Staff Payroll Setting
- FSC09 – Staff Mapping and Transfer Staff Temporary Payroll
- FSC11 – Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting
- FSC12 – Maintain Staff Cost Allocation Setting
- FSC14 – Prepare Payroll
- FSC16 – Generate Payroll Voucher and Provident Fund Voucher
- FSC23 – Maintain Tax Return
- FSC24 – Generate Tax Return
- FSC25 – Reporting

Report Management (RPT)

- FSC01 – Enquiry
- FSC06 – Staff Interface
- FSC14 – Prepare Payroll
- FSC16 – Generate Payroll Voucher and Provident Fund Voucher
- FSC18 – Print System Cheque
- FSC19 – Generate Remittance Advice
- FSC24 – Generate Tax Return
- FSC25 – Reporting

Security (SEC)
- FSC01 – Enquiry
- FSC02 – Provident Fund Setup
- FSC03 – Payroll Item and Reimbursement Setup
- FSC04 – Provident Fund Account Code Setup
- FSC05 – Maintain Staff Master
- FSC06 – Staff Interface
- FSC07 – Data Synchronization
- FSC08 – Copy Staff Payroll Setting
- FSC09 – Staff Mapping and Transfer Staff Temporary Payroll
- FSC10 – Maintain Staff Provident Fund Setting
- FSC11 – Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting
- FSC12 – Maintain Staff Cost Allocation Setting
- FSC13 - Maintain Staff Payroll Item Amounts and Staff Payment Setting
- FSC14 – Prepare Payroll
- FSC15 – Import/Export Payroll Items and Provident Fund Contribution
- FSC16 – Generate Payroll Voucher and Provident Fund Voucher
- FSC17 – Autopay Setup and Generate Autopay File
- FSC18 – Print System Cheque
- FSC19 – Generate Remittance Advice
- FSC20 – Post Payroll Voucher and Provident Fund Voucher
- FSC21 – Maintain Provident Fund Register
- FSC22 – Maintain Staff Provident Fund Brought Forward Balance
- FSC23 – Maintain Tax Return
- FSC24 – Generate Tax Return
- FSC25 – Reporting
- FSC26 – School Tax Information Setup

1.4.2 Interactions with Other Modules – From Staff Cost Functions Level

  FSC01 – Enquiry

   o FMP – Common Setup (FCS)

    ▪ Staff Cost Module is set to be effective in Common Setup Module.

    ▪ Relevant Accounting Year and Accounting Month must have been opened in Common Setup Module.

    ▪ Relevant Account Code must exist in Common Setup Module.

    ▪ Relevant Programme Code must exist in Common Setup Module.

   o Housekeeping (HSE)

    ▪ Retrieve School Level and Session descriptions from Housekeeping.

   o Report Management (RPT)

    ▪ Retrieve Report Template from Report Management.

   o Security (SEC)

    ▪ Check access rights to execute the enquiry function and generate report.

    ▪ Insert Audit Trail to Security.

  FSC02 - Provident Fund Setup

   o FMP – Common Setup (FCS)

    ▪ Staff Cost Module is set to be effective in Common Setup Module.

    ▪ Relevant Account Code must exist and is effective.

   o Security (SEC)

    ▪ Check access rights to update general setting and add/update/delete fund rate setting of three provident fund schemes: Grant / Subsidized Schools Provident Fund Scheme, ORSO Scheme and Mandatory Provident Fund (MPF) Scheme.

    ▪ Insert Audit Trail to Security.

  FSC03 - Payroll Item and Reimbursement Setup

   o FMP – Common Setup (FCS)

    ▪ Staff Cost Module is set to be effective in Common Setup Module.

    ▪ Relevant Account Code must exist and is effective.

   o Security (SEC)

    ▪ Check access rights to add/update/delete payroll items and reimbursement items.

    ▪ Insert Audit Trail to Security.

  FSC04 - Provident Fund Account Code Setup

   o FMP – Common Setup (FCS)

    ▪ Staff Cost Module is set to be effective in Common Setup Module.

- Relevant Account Code must exist and is effective.
- o Security (SEC)
  - Check access rights to update account codes of three provident fund schemes: Grant / Subsidized Schools Provident Fund Scheme, ORSO Scheme and Mandatory Provident Fund (MPF) Scheme.
  - Insert Audit Trail to Security.

📖 **FSC05 - Maintain Staff Master**
- o FMP – Common Setup (FCS)
  - Staff Cost Module is set to be effective in Common Setup Module.
  - Staff is acting a member of one or more programme.
- o FMP – Capital Asset Register (FCA)
  - Staff is acting as a responsible officer for one or more asset.
- o Housekeeping (HSE)
  - Retrieve School Level and Session descriptions from Housekeeping.
  - Retrieve list of codes of title, sex, marital status, primary ID type, Primary ID Place of Issue, Area of Residential Address and rank from Housekeeping.
- o Security (SEC)
  - Check access rights to add/update/delete staff records and add/update delete staff employment.
  - Insert Audit Trail to Security.

📖 **FSC06 - Staff Interface**
- o FMP – Common Setup (FCS)
  - Staff Cost Module is set to be effective in Common Setup Module.
- o Staff (STF)
  - Synchronize staff information with Staff (STF) Module.
- o Staff Deployment (STD)
  - Synchronize staff information with Staff Deployment Module.
- o Housekeeping (HSE)
  - Retrieve School Level and Session descriptions from Housekeeping.
  - Retrieve list of codes of title, sex, marital status, primary ID type, Primary ID Place of Issue, Area of Residential Address and rank from Housekeeping.
- o Report Management (RPT)
  - Retrieve Report Template from Report Management.
- o Security (SEC)
  - Check access rights to generate report.
  - Insert Audit Trail to Security.

📖 **FSC07 - Data Synchronization**

- o FMP – Common Setup (FCS)
  - Staff Cost Module is set to be effective in Common Setup Module.
- o Staff (STF)
  - Synchronize staff from Staff (STF) Module.
- o Staff Deployment (STD)
  - Synchronize staff from Staff Deployment Module.
- o Housekeeping (HSE)
  - Retrieve School Level and Session descriptions from Housekeeping.
  - Retrieve list of codes of title, sex, marital status, primary ID type, Primary ID Place of Issue, Area of Residential Address and rank from Housekeeping.
- o Security (SEC)
  - Check access rights to execute Data Synchronization.
  - Insert Audit Trail to Security.

    📖 **FSC08 - Copy Staff Payroll Setting**

- o FMP – Common Setup (FCS)
  - Staff Cost Module is set to be effective in Common Setup Module.
  - Relevant Accounting Year must exist and is opened.
  - Relevant Account Code must exist and is effective.
  - Relevant Programme must exist and is effective.
- o Housekeeping (HSE)
  - Retrieve School Level and Session descriptions from Housekeeping.
- o Security (SEC)
  - Check access rights to execute Copy Staff Payroll Setting.
  - Insert Audit Trail to Security.

    📖 **FSC09 - Staff Mapping and Transfer Staff Temporary Payroll**

- o FMP – Common Setup (FCS)
  - Staff Cost Module is set to be effective in Common Setup Module.
  - Relevant Accounting Year must exist and is opened.
  - Relevant Account Code must exist and is effective.
  - Relevant Programme must exist and is effective.
- o Housekeeping (HSE)
  - Retrieve School Level and Session descriptions from Housekeeping.
  - Retrieve list of codes of title, sex, marital status, primary ID type, Primary ID Place of Issue, Area of Residential Address and rank from Housekeeping.
- o Security (SEC)

- Check access rights to execute Staff Mapping and Transfer Staff Temporary Payroll.
  - Insert Audit Trail to Security.

📖 **FSC10 - Maintain Staff Provident Fund Setting**

- o FMP – Common Setup (FCS)
  - Staff Cost Module is set to be effective in Common Setup Module.
  - Relevant Account Code must exist and is effective.
- o Security (SEC)
  - Check access rights to update Staff Provident Fund Setting.
  - Insert Audit Trail to Security.

📖 **FSC11 - Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting**

- o FMP – Common Setup (FCS)
  - Staff Cost Module is set to be effective in Common Setup Module.
  - Relevant Account Code must exist and is effective.
  - Relevant Programme Code must exist and is effective.
- o Housekeeping (HSE)
  - Retrieve School Level and Session descriptions from Housekeeping.
- o Security (SEC)
  - Check access rights to update Staff Payroll Item Account Codes and Staff Reimbursement Item Setting.
  - Insert Audit Trail to Security.

📖 **FSC12 - Maintain Staff Cost Allocation Setting**

- o FMP – Common Setup (FCS)
  - Staff Cost Module is set to be effective in Common Setup Module.
  - Relevant Programme must exist and is effective.
- o Housekeeping (HSE)
  - Retrieve School Level and Session descriptions from Housekeeping.
- o Security (SEC)
  - Check access rights to update Staff Cost Allocation Setting.
  - Insert Audit Trail to Security.

📖 **FSC13 - Maintain Staff Payroll Item Amounts and Staff Payment Setting**

- o FMP – Common Setup (FCS)
  - Staff Cost Module is set to be effective in Common Setup Module.
- o Security (SEC)
  - Check access rights to update Staff Payroll Item Amounts and Staff Payment Setting.
  - Insert Audit Trail to Security.

☗ **FSC14 - Prepare Payroll**

- o FMP – Common Setup (FCS)
  - ▪ Staff Cost Module is set to be effective in Common Setup Module.
  - ▪ Relevant Accounting Year and Accounting Month must exist and are opened.
  - ▪ Relevant Account Code must exist and is effective.
- o Relevant Programme Code must exist and is effective.
- o Code Management (HSE)
  - ▪ Retrieve School Level and Session descriptions from Housekeeping.
- o Report Management (RPT)
  - ▪ Retrieve Report Template from Report Management.
- o Security (SEC)
  - ▪ Check access rights to add/update/delete payroll entries.
  - ▪ Insert Audit Trail to Security.

☗ **FSC15 - Import/Export Payroll Items and Provident Fund Contribution**

- o FMP – Common Setup (FCS)
  - ▪ Staff Cost Module is set to be effective in Common Setup Module.
  - ▪ Relevant Accounting Year and Accounting Month must exist and are opened.
  - ▪ Relevant Account Code must exist and is effective.
- o Security (SEC)
  - ▪ Check access rights to execute Import/Export Payroll Items and Provident Fund Contribution.
  - ▪ Insert Audit Trail to Security.

☗ **FSC16 - Generate Payroll Voucher and Provident Fund Voucher**

- o FMP – Common Setup (FCS)
  - ▪ Staff Cost Module is set to be effective in Common Setup Module.
  - ▪ Relevant Voucher Type must exist.
  - ▪ Relevant Account Code must exist and is effective.
  - ▪ Relevant Programme must exist and is effective.
  - ▪ Appropriate cheque format template (for Cheque – with Printing) or autopay format (for autopay) must be set up for the selected Bank Ledger.
  - ▪ Budget Check Level must be defined.
- o FMP – Bookkeeping (FBK)
  - ▪ Perform Budget Check.
- o FMP – Budgeting (FBG)
  - ▪ Budget must has been prepared and approved.

- o Code Management (HSE)
    - Retrieve School Level and Session descriptions from Housekeeping.
- o Report Management (RPT)
    - Retrieve Report Template from Report Management.
- o Security (SEC)
    - Check access rights to add/update/delete Payroll Voucher and Provident Fund Voucher.
    - Insert Audit Trail to Security.

 FSC17 - Autopay Setup and Generate Autopay File

- o FMP – Common Setup (FCS)
    - Staff Cost Module is set to be effective in Common Setup Module.
    - Appropriate autopay format (for autopay) must be set up for the selected Bank Ledger.
- o Security (SEC)
    - Check access rights to update Autopay Setup and execute autopay file generation.
    - Insert Audit Trail to Security.

 FSC18 - Print Cheque by System

- o FMP – Common Setup (FCS)
    - Staff Cost Module is set to be effective in Common Setup Module.
    - Appropriate cheque format template must be set up for the selected Bank Ledger.
- o FMP – Bookkeeping (FBK)
    - Print cheque by system.
- o Report Management (RPT)
    - Retrieve Report Template from Report Management.
- o Security (SEC)
    - Check access rights to execute cheque printing.
    - Insert Audit Trail to Security.

 FSC19 - Generate Remittance Advice

- o FMP – Common Setup (FCS)
    - Staff Cost Module is set to be effective in Common Setup Module.
- o Report Management (RPT)
    - Retrieve Report Template from Report Management.
- o Security (SEC)
    - Check access rights to execute Remittance Advice Generation.
    - Insert Audit Trail to Security.

 FSC20 - Post Payroll Voucher and Provident Fund Voucher

- o FMP – Common Setup (FCS)
  - Staff Cost Module is set to be effective in Common Setup Module.
- o FMP – Bookkeeping (FBK)
  - Post voucher to general ledger.
- o Report Management (RPT)
  - Retrieve Report Template from Report Management.
- o Security (SEC)
  - Check access rights to execute voucher posting.
  - Insert Audit Trail to Security.

📖 **FSC21 - Maintain Provident Fund Register**

- o FMP – Common Setup (FCS)
  - Staff Cost Module is set to be effective in Common Setup Module.
- o Security (SEC)
  - Check access rights to add/update/delete provident fund register records.
  - Insert Audit Trail to Security.

📖 **FSC22 - Maintain Staff Provident Fund Brought Forward Balance**

- o FMP – Common Setup (FCS)
  - Staff Cost Module is set to be effective in Common Setup Module.
- o Security (SEC)
  - Check access rights to update provident fund brought forward balance.
  - Insert Audit Trail to Security.

📖 **FSC23 - Maintain Tax Return**

- o FMP – Common Setup (FCS)
  - Staff Cost Module is set to be effective in Common Setup Module.
- o Code Management (HSE)
  - Retrieve available list of codes of title, sex, marital status, primary ID type, Primary ID Place of Issue, Area of Residential Address and rank from Housekeeping.
- o Security (SEC)
  - Check access rights to update tax return information.
  - Insert Audit Trail to Security.

📖 **FSC24 - Generate Tax Return**

- o FMP – Common Setup (FCS)
  - Staff Cost Module is set to be effective in Common Setup Module.
- o Code Management (HSE)

- Retrieve list of codes of title, sex, marital status, primary ID type, Primary ID Place of Issue, Area of Residential Address and rank from Housekeeping.
  - o Report Management (RPT)
    - Retrieve Report Template from Report Management.
  - o Security (SEC)
    - Check access rights to execute tax return generation.
    - Insert Audit Trail to Security.

📖 **FSC25 – Reporting**

- o FMP – Common Setup (FCS)
  - Staff Cost Module is set to be effective in Common Setup Module.
- o School Management (SCH)
  - Retrieve School Name
- o Code Management (HSE)
  - Retrieve School Level and Session descriptions from Housekeeping.
  - Retrieve list of codes of title, sex, marital status, primary ID type, Primary ID Place of Issue, Area of Residential Address and rank from Housekeeping.
- o Report Management (RPT)
  - Retrieve Report Template from Report Management.
- o Security (SEC)
  - Check access rights to execute report generation.

📖 **FSC26 - School Tax Information Setup**

- o FMP – Common Setup (FCS)
  - Staff Cost Module is set to be effective in Common Setup Module.
- o Security (SEC)
  - Check access rights to update school tax information.
  - Insert Audit Trail to Security.

2 Operation Procedures

2.1 Setup

Staff Cost Setup is the fundamental step for users to prepare payroll, provident fund contributions and tax return. Users have to define (i) the calculation method and rate of provident fund schemes, (ii) payroll items and reimbursement items to be available for payroll of different staff types, (iii) payroll items for provident fund contribution and taxation, (iv) employer's tax return information, and (v) autopay setting of staff payroll payment.

2.1.1 Provident Fund Setup

Maintain Grant / Subsidized Schools Provident Fund Scheme General Setting

📖 Function Description

Users can update (i) Employee's Contribution Contra Account Code, (ii) Rounding Method and (iii) Decimal Place to calculate Grant / Subsidized Schools Provident Fund contribution for teaching staff in Payroll. Fund scheme general setting is used when calculating provident fund contribution in the payroll of staff who participate in Grant / Subsidized Schools Provident Fund Scheme.

📖 Pre-requisites

1. No payroll should be under preparation if users want to update Grant / Subsidized Schools Provident Fund Scheme General Setting.

🖱 User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Setup]** from the left menu.
2. Click **[Provident Fund Setup]** tab.
3. Click **[Grant / Subsidized Schools PF Scheme]** hyperlink.

4. Fill in the General Setting.

5. Click **[Save]** Button.

  📖 Post-effects

1. Calculation of employee and employer provident fund contributions will follow the change made in the updated general setting thereafter.

2. The change will take effect in the next payroll entry captured. All the previous captured staff payroll entries will not be affected. Only new payroll entries which are prepared after users have changed the general setting in this function will be affected.

  📖 Notes

1. Teaching staff's provident fund contribution has been deducted at source upon receiving salary grant from Education Bureau. Nevertheless, the schools are required to record this non-cash transaction in the books of accounts as a contra item.

2. Only Grant / Subsidized Schools Provident Fund Scheme needs to specify Employee's Contribution Contra Account Code. This Contra Account (by default, "G1017001508 – Teaching Staff P.F. Con deducted at source by EDB") will be used by default as the credit side of the journal voucher for Grant / Subsidized Schools Provident Fund Contribution. The Debit side will be by default "G1017001003 – Teaching Staff P.F/MPF Con deducted at source".

3. Employee's Contribution Contra Account Code must be an income account pre-defined in COA Maintenance of Common Setup Module.

4. Users can choose "Round Up", "Round Down" or "Normal Rounding" as Rounding Method and specify a number from 0 to 2 as Decimal Place. Both

Rounding Method and Decimal Place are basic setting for the system to calculate provident fund contribution in Payroll.

5. The preload setting for Employee's Contribution Contra Account Code, Rounding Method and Decimal Place is "G1017001508 – Teaching Staff P.F. Con deducted at source by EDB", "Round Up" and "2" respectively.

Add Grant / Subsidized Schools Provident Fund Scheme Fund Rate Setting

📖 Function Description

Users can create a new set of Grant / Subsidized Schools Provident Fund Scheme Fund Rate Setting for teaching staff. Users have to specify the effective date and contribution percent rate of employee and employer. Fund rate setting is used when calculating the contribution amount in the payroll of staff who participate in Grant / Subsidized Schools Provident Fund Scheme. If the contribution stage and rate need to be revised while the current fund rate setting is being used in Payroll, users may consider to add one or more fund rate settings.

📖 Pre-requisites

1. Pre-loaded data has been input by Education Bureau to suit users' general need. The preloaded fund rate setting is set to be effective as at "01/01/1996". Users may add a new fund rate setting. However, the effective date of the fund rate settings in the same provident fund scheme should not be duplicated.

2. Staff payroll entries of the payroll month on or after the new effective date have not yet been created.

🖰 User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Setup]** from the left menu.

2. Click **[Provident Fund Setup]** tab.

3. Click **[Grant / Subsidized Schools PF Scheme]** hyperlink.

4. Click **[Add]** button.

5. The system will redirect to the **Add Provident Fund Rate Setting** page.

6. Fill in the **Effective Date**.

7. Fill in the **Employee's Contribution Rate**, **Employer's Contribution Rate** and **Remarks** for the appropriate stages of the fund rate setting.

8. Click **[Save]** Button.

📖   Post-effects

1. Calculation of employee's and employer's provident fund contributions in Payroll will follow the new effective fund rate settings thereafter.

2. Only new payroll entries prepared after users have added the new fund rate setting will be affected. All the previous staff payroll entries will not be affected.

📖   Notes

1. If the fund rate setting with the input effective date already exists, the system will abort the action and prompt error message. Effective date of fund rate settings must not be duplicated in the same provident fund scheme.

2. The total number of stages of the newly added setting must be equal to or more than that of the previous settings. The effective date of the new setting must be later than that of the previous settings.

3. A maximum of 10 contribution stages can be entered.

4. All input stages must be in consecutive order.

Maintain Grant / Subsidized Schools Provident Fund Scheme Fund Rate Setting

📖   Function Description

Users can update or delete existing fund rate setting for teaching staff who participate in Grant / Subsidized Schools Provident Fund Scheme. Users can update effective date and contribution percentage of employee and employer, or delete the entire setting. Please note that a fund rate setting cannot be revised or deleted if it is already used in Payroll.

📖   Pre-requisites

1. In updating of fund rate setting, staff payroll entries of the payroll month on or after the new edited effective date have not yet been created.

2. For deletion of fund rate setting, staff payroll entries of the payroll month on or after the effective date must have not yet been created.

🎦   User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Setup]** from the left menu.
2. Click **[Provident Fund Setup]** tab.
3. Click **[Grant / Subsidized Schools PF Scheme]** hyperlink.

Update Fund Rate Setting

4. Select an appropriate **Effective Date**. The corresponding fund rate setting details will be displayed.

5. If users want to change the effective date, they should fill in the new effective date in **Edit Effective Date**.

6. If users want to change the contribution rate, they should fill in the **Employee's Contribution Rate**, **Employer's Contribution Rate** and **Remarks** for the appropriate stages of the fund rate setting.

7. Click **[Save]** Button.

Delete Fund Rate Setting

8. If users want to delete an existing Grant / Subsidized Schools Provident Fund Scheme fund rate setting, they should select an appropriate **Effective Date**. The corresponding fund rate setting details will be displayed.

9. Click **[Delete]** Button.

📖   Post-effects

1. Calculation of employee's and employer's provident fund contributions in Payroll will follow the updated effective fund rate settings thereafter.

2. Only those new payroll entries which are prepared after users have changed the fund rate setting will be affected. All the previous staff payroll entries will not be affected.

3. After deletion of fund rate setting, the fund rate setting cannot be retrieved again.

📖   Notes

1. In updating of fund rate setting, if the fund rate setting with the input effective date already exists, the system will abort the action and prompt error message. Effective date of the fund rate settings must not be duplicated in the same provident scheme.

2. The total number of stages of the edited setting must be equal to or more than that of the previous settings. The effective date of the edited setting must be later than that of the previous settings.

3. Users are not allowed to delete all fund rate settings. At least one setting must be kept in the system.

4. A maximum of 10 contribution stages can be entered.

5. All input stage must be in consecutive order.

Maintain ORSO Scheme General Setting

    Function Description

Users can update (i) Rounding Method and (ii) Decimal Place to calculate ORSO Scheme contribution for non-teaching staff in Payroll. Fund scheme general setting is used when calculating provident fund contribution in the payroll of staff who participate in ORSO Scheme.

    Pre-requisites

1. No payroll should be under preparation if users want to update ORSO Scheme General Setting.

    User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Setup]** from the left menu.

2. Click **[Provident Fund Setup]** tab.

3. Click **[ORSO Scheme]** hyperlink.

4. Fill in the General Setting.

5. Click **[Save]** Button.

    Post-effects

1. Calculation of employee and employer provident fund contributions will follow the change made in the updated general setting thereafter.

2. The change will take effect in the next payroll entry captured. All the previous captured staff payroll entries will not be affected. Only new payroll entries which are prepared after users have changed the general setting in this function will be affected.

📖   Notes

1. Users can choose "Round Up", "Round Down" or "Normal Rounding" as Rounding Method and specify a number from 0 to 2 as Decimal Place. Both Rounding Method and Decimal Place are basic setting for the system to calculate provident fund contribution in Payroll.

2. The preload data for Rounding Method and Decimal Place is "Round Up" and "2" respectively.

Add ORSO Scheme Fund Rate Setting

  Function Description

Users can create a new set of ORSO Scheme Fund Rate Setting for non-teaching staff. Users have to specify the effective date and contribution percent rate of employee and employer. Fund rate setting is used when calculating the contribution amount in the payroll of staff who participate in ORSO Scheme. If the contribution stage and rate need to be revised while the current fund rate setting is being used in Payroll, users may consider to add one or more fund rate settings.

  Pre-requisites

1. Pre-loaded data has been set by Education Bureau to suit users' general need. The preloaded fund rate setting is set to be effective as at "01/01/1996". Users may add a new fund rate setting. However, the effective date of the fund rate settings in the same provident fund scheme must not be duplicated.

2. Staff payroll entries of the payroll month on or after the new effective date have not yet been created.

  User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Setup]** from the left menu.

2. Click **[Provident Fund Setup]** tab.

3. Click **[ORSO Scheme]** hyperlink.

4. Click **[Add]** button.

5. The system will redirect to the **Add Provident Fund Rate Setting** page.

6. Fill in the **Effective Date**.

7. Fill in the **Employee's Contribution Rate**, **Employer's Contribution Rate** and **Remarks** for the appropriate stages of the fund rate setting.

8. Click **[Save]** Button.

📖   Post-effects

1. Calculation of employee's and employer's provident fund contributions in Payroll will follow the new effective fund rate settings thereafter.

2. Only new payroll entries prepared after users have added the new fund rate setting will be affected. All the previous staff payroll entries will not be affected.

📖   Notes

1. If the fund rate setting with the input effective date already exists, the system will abort the action and prompt error message. Effective date of fund rate settings must not be duplicated in the same provident fund scheme.

2. The total number of stages of the newly added setting must be equal to or more than that of the previous settings. The effective date of the new setting must be later than that of the previous settings.

3. A maximum of 10 contribution stages can be entered.

4. All input stages must be in consecutive order.

Maintain ORSO Scheme Fund Rate Setting

📖   Function Description

Users can update or delete existing fund rate setting for non-teaching staff who participate in ORSO Scheme. Users can update effective date and contribution percentage of employee and employer, or delete the entire setting. Please note that a fund rate setting cannot be revised or deleted if it is already used in Payroll.

📖   Pre-requisites

1. In updating of fund rate setting, staff payroll entries of the payroll month on or after the new edited effective date have not yet been created.

2. For deletion of fund rate setting, staff payroll entries of the payroll month on or after the effective date must have not yet been created.

🖑   User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Setup]** from the left menu.
2. Click **[Provident Fund Setup]** tab.
3. Click **[ORSO Scheme]** hyperlink.

Update Fund Rate Setting

4. Select an appropriate **Effective Date**. The corresponding fund rate setting details will be displayed.

5. If users want to change the effective date, they should fill in the new effective date in **Edit Effective Date**.

6. If users want to change the contribution rate, they should fill in the **Employee's Contribution Rate**, **Employer's Contribution Rate** and **Remarks** for the appropriate stages of the fund rate setting.

7. Click **[Save]** Button.

Delete Fund Rate Setting

8. If users want to delete an existing ORSO Scheme fund rate setting, they should select appropriate Effective Date. The corresponding fund rate setting details will be displayed.

9. Click **[Delete]** Button.

   📖   Post-effects

1. Calculation of employee's and employer's provident fund contributions in Payroll will follow the updated effective fund rate settings thereafter.

2. Only those new payroll entries which are prepared after users have added the new fund rate setting will be affected. All the previous staff payroll entries will not be affected.

3. After deletion of fund rate setting, the fund rate setting cannot be retrieved again.

   📖   Notes

1. In updating of fund rate setting, if the fund rate setting with the input effective date already exists, the system will abort the action and prompt error message. Effective date of the fund rate settings must be unique in the same provident scheme.

2. The total number of stages of the edited setting must be equal to or more than that of the previous settings. The effective date of the edited setting must be later than that of the previous settings.

3. Users are not allowed to delete all the fund rate settings. At least one setting must be kept in the system.

4. A maximum of 10 contribution stages can be entered.

5. All input stages must be in consecutive order.

Maintain MPF Scheme General Setting

    📖   Function Description

Users can update (i) Rounding Method and (ii) Decimal Place to calculate Mandatory Provident Fund Scheme contribution for non-teaching staff in Payroll. Fund scheme general setting is used when calculating provident fund contribution in the payroll of staff who participate in Mandatory Provident Fund Scheme.

    📖   Pre-requisites

1. No payroll should be under preparation if users want to update MPF Scheme General Setting.

    🖱   User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Setup]** from the left menu.
2. Click **[Provident Fund Setup]** tab.
3. Click **[MPF Scheme]** hyperlink.

4. Fill in the General Setting.
5. Click **[Save]** Button.

    📖   Post-effects

1. Calculation of employee and employer provident fund contributions will follow the change made in the updated general setting thereafter.

2. The change will take effect in the next payroll entry captured. All the previous captured staff payroll entries will not be affected. Only new payroll entries which are prepared after users have changed the general setting in this function will be affected.

📖   Notes

1. Users can choose "Round Up", "Round Down" or "Normal Rounding" as Rounding Method and specify a number from 0 to 2 as Decimal Place. Both Rounding Method and Decimal Place are basic setting for the system to calculate provident fund contribution in Payroll.

2. The preload setting for Rounding Method and Decimal Place is "Round Up" and "2" respectively.

Add MPF Scheme Fund Rate Setting

📖 Function Description

Users can create a new set of Mandatory Provident Fund Scheme Fund Rate Setting for non-teaching staff. Users have to specify the effective date and contribution setting according to the Mandatory Provident Fund Scheme Ordinance. Fund rate setting is used when calculating the contribution amount in the payroll of staff who participate in Mandatory Provident Fund Scheme. If the contribution stage and rate need to be revised while the current fund rate setting is being used in Payroll, users may consider to add one or more fund rate settings.

📖 Pre-requisites

1. Two sets of pre-loaded data in accordance with the Mandatory Provident Fund Scheme Ordinance have been set by Education Bureau to suit users' general need. The preloaded fund rate settings are set to be effective as at "01/12/2000" and "01/02/2003". Users may add a new fund rate setting if there is any update in Mandatory Provident Fund Scheme Ordinance. However, the effective date of the fund rate settings in the same provident fund scheme must not be duplicated.

2. Staff payroll entries of the payroll month on or after the new effective date have not yet been created.

🖰 User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Setup]** from the left menu.
2. Click **[Provident Fund Setup]** tab.
3. Click **[MPF Scheme]** hyperlink.

4. Click **[Add]** button.

5. The system will redirect to the **Add Provident Fund Rate Setting** page.

6. Fill in the **Effective Date**.

7. Fill in the fund rate setting derived from Mandatory Provident Fund Scheme Ordinance as follows:

   - **Employee's Mandatory Contribution Rate**

   - **Employer's Mandatory Contribution Rate**

   - **Minimum Requirement of Relevant Income for Daily Payment**

   - **Maximum Requirement of Relevant Income for Daily Payment**

   - **Minimum Requirement of Relevant Income for Monthly Payment**

   - **Maximum Requirement of Relevant Income for Monthly Payment**

   - **No. of Employment Days for Employee's MPF Contribution**

   - **No. of Employment Days for MPF Scheme's Enrolment**

   - **Employee's Mandatory Contribution Minimum Age**

   - **Employee's Mandatory Contribution Maximum Age**

8. Click **[Save]** Button.

📖   Post-effects

1. The newly created fund rate setting will take effect for calculation of employee's and employer's provident fund contributions in Payroll.

2. Only those new payroll entries which are prepared after users have added the new fund rate setting will be affected. All the previous staff payroll entries will not be affected.

📖   Notes

1. If the fund rate setting with the input effective date already exists, the system will abort the action and prompt error message. Effective date of fund rate settings must be unique in the same provident fund scheme.

2. To obtain more information about Mandatory Provident Fund Scheme Ordinance, users should consult their MPF Trustee or the Mandatory Provident Fund Authority.

Maintain MPF Scheme Fund Rate Setting

📖 Function Description

Users can update or delete existing fund rate setting for non-teaching staff who participate in Mandatory Provident Fund Scheme. Users can update effective date and contribution setting according to the Mandatory Provident Fund Scheme Ordinance, or delete the entire setting. Please note that a fund rate setting cannot be revised or deleted if it is already used in Payroll.

📖 Pre-requisites

1. In updating of fund rate setting, staff payroll entries of the payroll month on or after the new edited effective date have not yet been created.

2. For deletion of fund rate setting, staff payroll entries of the payroll month on or after the effective date must have not yet been created.

🖰 User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Setup]** from the left menu.
2. Click **[Provident Fund Setup]** tab.
3. Click **[MPF Scheme]** hyperlink.

Update Fund Rate Setting

4. Select an appropriate **Effective Date**.

5. The corresponding fund rate setting details will be displayed.

6. If users want to change the fund rate setting, they should fill in the fund rate setting according to the Mandatory Provident Fund Scheme Ordinance as follows:

    -   **Employee's Mandatory Contribution Rate**

    -   **Employer's Mandatory Contribution Rate**

    -   **Minimum Requirement of Relevant Income for Daily Payment**

    -   **Maximum Requirement of Relevant Income for Daily Payment**

    -   **Minimum Requirement of Relevant Income for Monthly Payment**

    -   **Maximum Requirement of Relevant Income for Monthly Payment**

    -   **No. of Employment Days for Employee's MPF Contribution**

    -   **No. of Employment Days for MPF Scheme's Enrolment**

    -   **Employee's Mandatory Contribution Minimum Age**

    -   **Employee's Mandatory Contribution Maximum Age**

7. Click **[Save]** Button.

Delete Fund Rate Setting

8. If users want to delete an existing Mandatory Provident Fund Scheme fund rate setting, they should select an appropriate **Effective Date**. The corresponding fund rate setting details will be displayed.
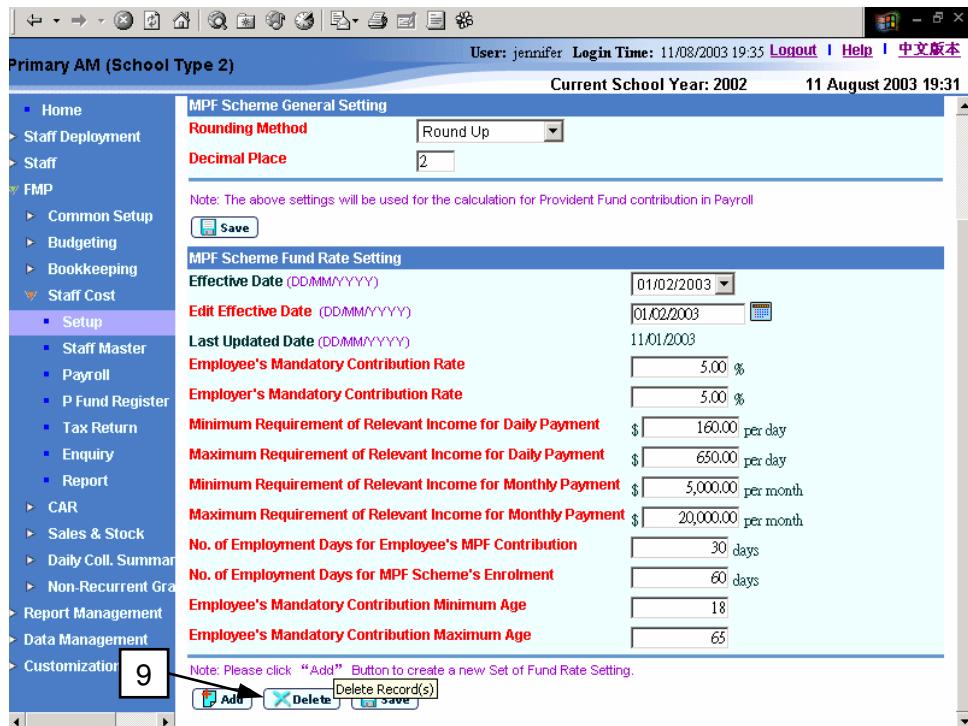
9. Click **[Delete]** Button.

📖   Post-effects

1. The updated fund rate setting will take effect in calculation for employee's and employer's provident fund contributions in Payroll.

2. Only those new payroll entries which are prepared after users have added the new fund rate setting will be affected. All the previous staff payroll entries will not be affected.

3. For deletion of fund rate setting, the fund rate setting cannot be retrieved again.

📖   Notes

1. In updating of fund rate setting, if the effective date of the fund rate setting already exist, the system will abort the action and prompt error message. Effective date of fund rate setting must not be duplicated in the same provident scheme.

2. Users are not allowed to delete all fund rate settings. At least one setting must be kept in the system.

3. To obtain more information about Mandatory Provident Fund Scheme Ordinance, users should consult their MPF Trustee or the Mandatory Provident Fund Authority.

2.1.2 Payroll Setup

Add Payroll Item

    📖   Function Description

"Add Payroll Item" function allows users to create a new payroll item (e.g. basic salary, allowance, back pay, no pay leave, etc). The setting of earning and deduction payroll item will be used for payroll purpose.

There are twenty pre-loaded payroll items which are classified by staff type. The account code of each of the payroll items has been set by the Education Bureau to suit users' general need. Payroll items with "Active" status will all appear in "Staff Master – Payroll Account Code" (*refer to 2.2.6 Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting*). Users can select suitable payroll items for individual staff in Staff Master. Account code for each of the payroll items can be changed for different staff in Staff Master to meet the need.

    📖   Pre-requisites

    1. Payroll items with the same payroll item code must not exist.

    🖱   User Procedures

    1. Click **[FMP]→[Staff Cost]→[Setup]** from the left menu.

    2. Click **[Payroll Setup]** tab.

    3. Click **[Payroll Items]** hyperlink.

    4. Click **[Add Payroll Item]** button.
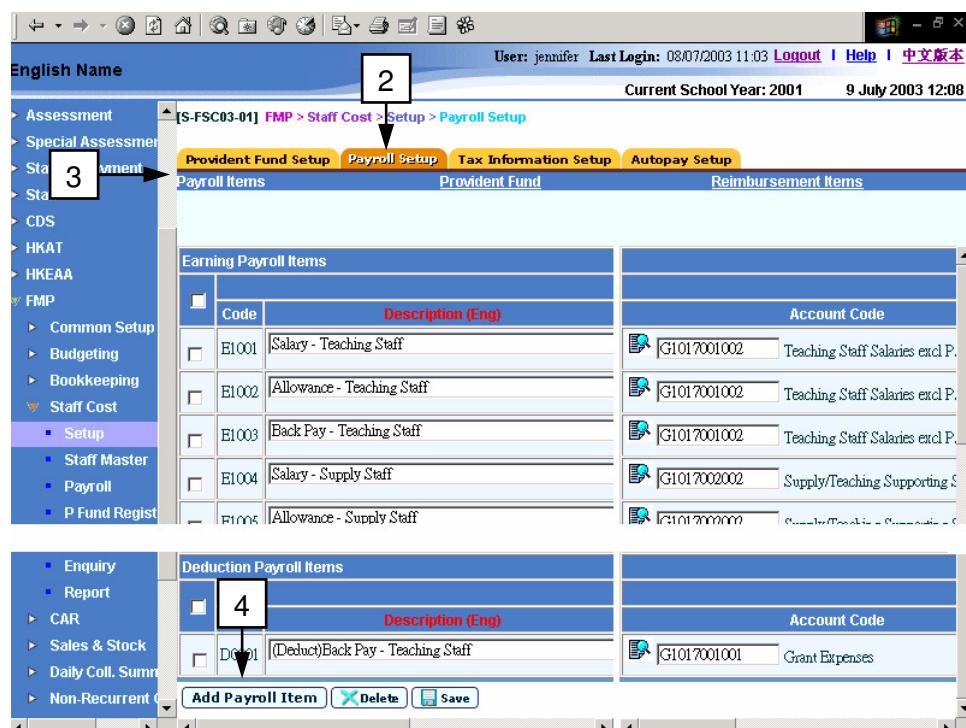
5. The system will redirect to the **Add Payroll Item** page.

6. Fill in the following payroll item details:

- **Payroll Items Type**: define the item as earning payroll item or deduction payroll item

- **Payroll Items Code** (up to 5 digit alphanumeric text)

- **Description (Eng)**

- **Description (Chi)**

- **Account Code**: define expenditure account code for payroll. Users can enter an account code directly or click the (Select Account Code icon) next to the **Account Code** textbox to search for an account code from the pop-up screen.

Click **[Copy]** or **[Select]** button to copy the code back to **Add Payroll Item** page.

- **Taxation Item (IR56B)**: map to the corresponding taxation item for tax return

- **Subject to Grant / Subsidized Schools Provident Fund Calculation**

- **Subject to Mandatory Provident Fund Calculation**

- **Subject to ORSO Calculation**

- **Status:** active and inactive

7. Click **[Save]** button.

📖   Post-effects

1. New payroll item is added to the system.

📖   Notes

1. Twenty payroll items classified by staff type have been pre-loaded into the system.

2. The system will show the newly added payroll item with "Active" status in "Staff Master – Payroll Account Code" (*refer to 2.2.6 Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting*). Users can select suitable payroll items for individual staff in Staff Master. Selected payroll item will be used in preparing the staff payroll.

3. If "Subject to Grant / Subsidized Schools Provident Fund Calculation", "Subject to Mandatory Provident Fund Calculation" and "Subject to ORSO Calculation" of the payroll item are checked, this payroll item will be subject to calculation of Grant / Subsidized Schools Provident Fund Contribution, Mandatory Provident Fund Contribution and ORSO Scheme Contribution in Payroll (refer to *2.3.1 – Prepare Payroll*) respectively.

Maintain Payroll Item

   Function Description

"Maintain Payroll Item" function allows users to maintain earning and deduction payroll items (e.g. basic salary, back pay, allowance, no pay leave, etc) for payroll purpose.

There are twenty pre-loaded payroll items which are classified by staff type. The account code of each of the payroll items has been set by the Education Bureau to suit users' general need. Payroll items with "Active" status will appear in "Staff Master – Payroll Account Code" (*refer to 2.2.6 Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting*). Users can select suitable payroll items for individual staff in Staff Master. Account code for each of the payroll items can be changed for different staff in Staff Master to meet the need. Both School defined payroll items and pre-load payroll items can be updated or deleted.

   Pre-requisites

1. Payroll item to be updated / deleted must exist.

2. No relevant payroll should be under preparation if users want to update the taxation item (IR56B) mapping, provident fund calculation indicators and active status of the payroll item.

3. No relevant payroll using this payroll item has been created if users want to delete the payroll item.

   User Procedures

1. Click **[FMP]→[Staff Cost]→[Setup]** from the left menu.
2. Click **[Payroll Setup]** tab.
3. Click **[Payroll Items]** hyperlink.
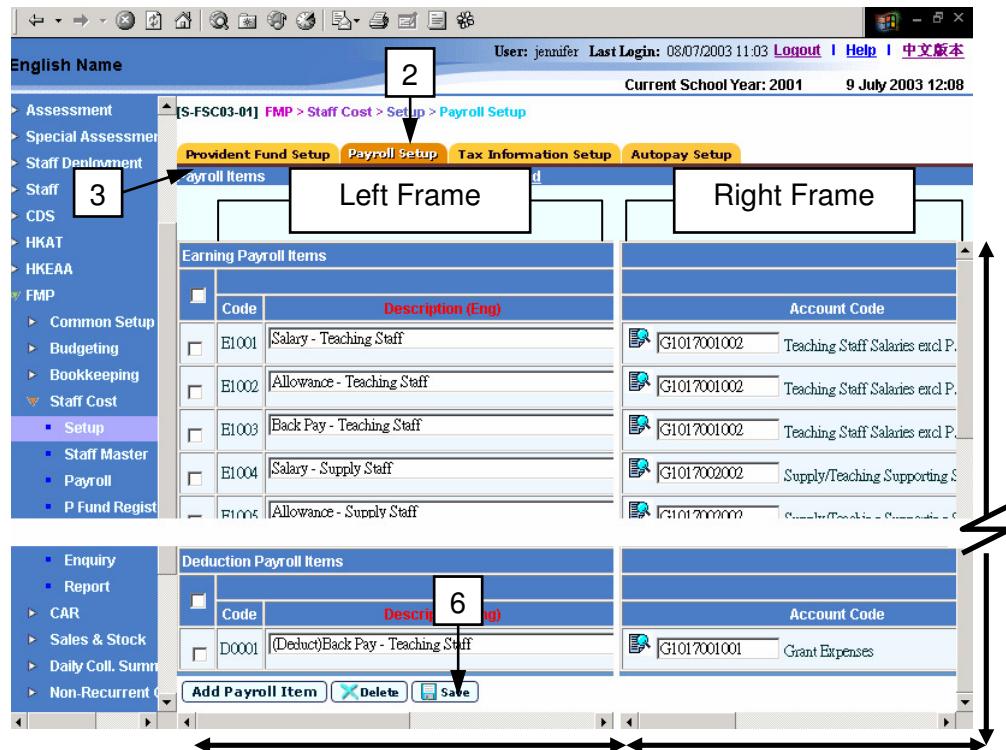
4. For convenience, the screen is split into two frames: the left frame and the right frame. Users can horizontally scroll the left frame and right frame separately or vertically scroll the frame to view payroll item details.

Update Payroll Items

5. Users can update the details of payroll items. More than one payroll items can be updated at the same time.

6. Click **[Save]** button.

Delete Payroll Items

7. If users want to delete payroll items, select one or more checkboxes next to the Payroll Item Code first.
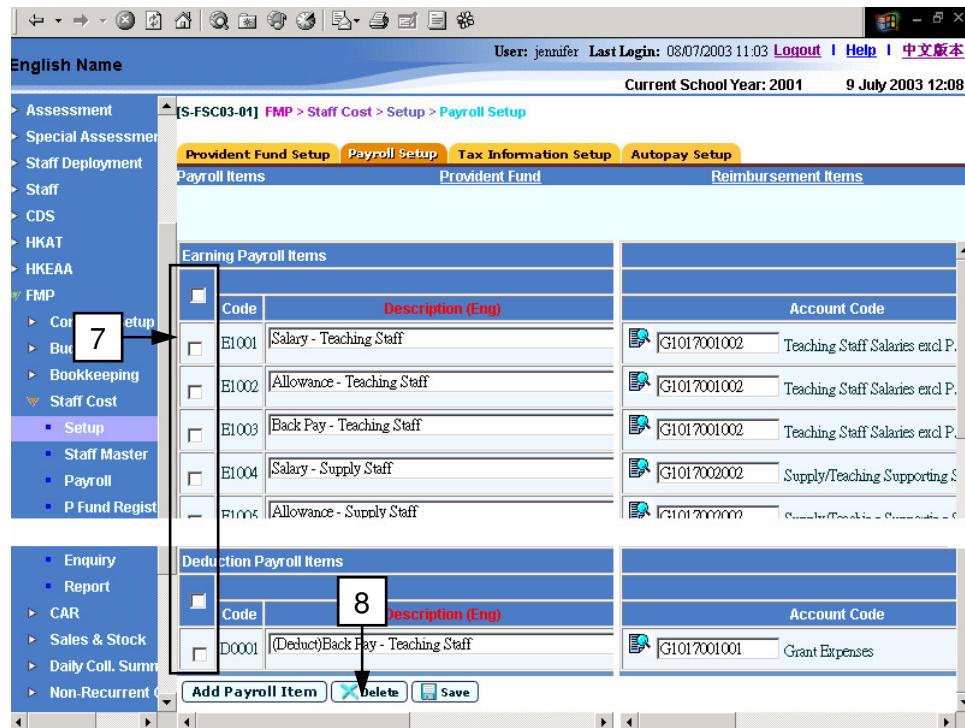
8. Click **[Delete]** button.

 Post-effects

1. In updating of payroll items, the changes will be saved and will be effective at once.

2. For deletion of payroll items, the item will be removed at once.

 Notes

1. Twenty payroll items classified by staff type have been pre-loaded into the system. These payroll items can be updated or deleted.

2. The Payroll Item Code cannot be updated.

3. The system will only show payroll item with "Active" status in "Staff Master – Payroll Account Code" (refer to *2.2.6 Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting*). Users can select suitable payroll items for individual staff in Staff Master for payroll arrangement.

4. Provident fund calculation indicators - "Subject to Grant / Subsidized Schools Provident Fund Calculation Indicator", "Subject to MPF Calculation Indicator", and "Subject to ORSO Calculation Indicator", will be in display mode if

payroll is under preparation. After all payroll vouchers and provident fund vouchers of all relevant payroll entries have been posted, the indicator will be reverted to edit mode.

5. Taxation Item (IR56B) mapping is in display mode if relevant payroll in under preparation. Taxation Items for Employer's Tax Return IR56B specified by Inland Revenue Department are required to be mapped to the corresponding payroll items. This Taxation Item (IR56B) mapping is in edit mode if no outstanding payroll entry is under preparation.

6. Change in payroll item account code, taxation item mapping, provident fund calculation indicators and active status will affect calculation in payroll, provident fund contribution, provident fund register and tax return.

7. Only those new payroll entries which are prepared after users have updated the payroll item will be affected. All the previous staff payroll entries will not be affected.

Maintain Provident Fund Contribution Account Code

   📖   Function Description

"Maintain Provident Fund Contribution Account Code" allows users to maintain the Provident Fund contribution (Grant / Subsidized Schools Provident Fund, ORSO and Mandatory Provident Fund Schemes) Account Code. This will be used as a default setting for all the staff participated in the relevant provident fund scheme in the system. The account codes are used to allocate provident fund contribution amount to different expenditure account. Pre-load account code has been set by Education Bureau to suit user's general need.

All staff records captured in Staff Cost Module will follow this pre-defined setting. Users are allowed to change the account code for individual staff in Staff Master (refer to *2.2.5 Maintain Staff Provident Fund Setting*).

   📖   Pre-requisites

1. Grant / Subsidized Schools Provident Fund Scheme, ORSO Scheme and Mandatory Provident Fund Scheme Fund Rate Setting have already been set up.

   🖰   User Procedures

1. Click **[FMP]**→**[Staff Cost]**→**[Setup]** from the left menu.
2. Click **[Payroll Setup]** tab.
3. Click **[Provident Fund]** hyperlink.
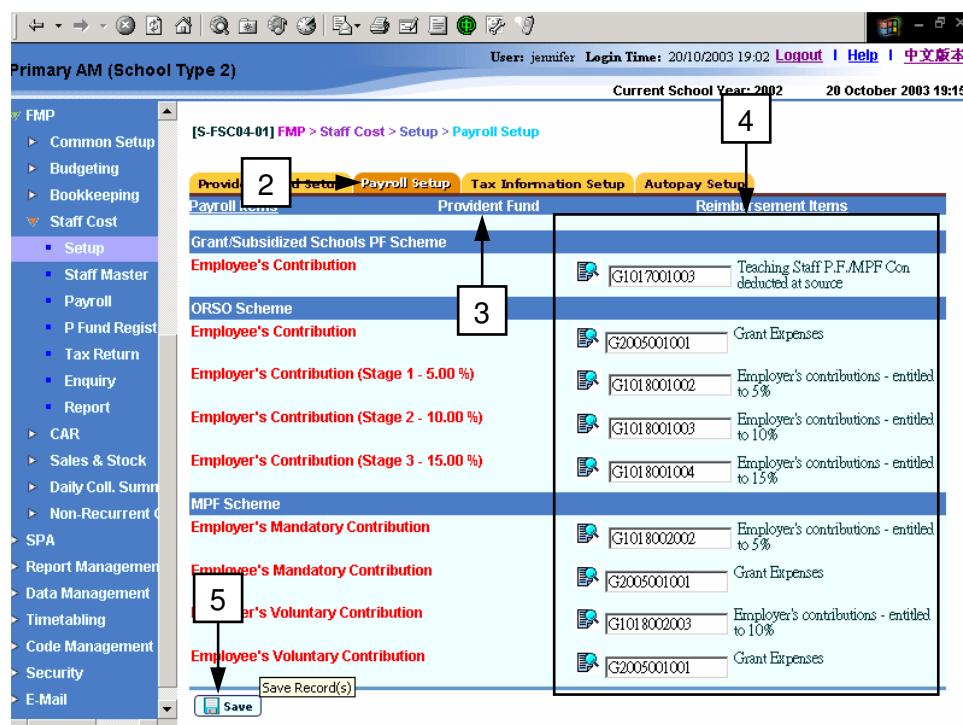
4.   Users can enter an account code directly or click the 🔍 (Select Account Code icon) next to Account Code textbox to search for the account code from the pop-up screen.
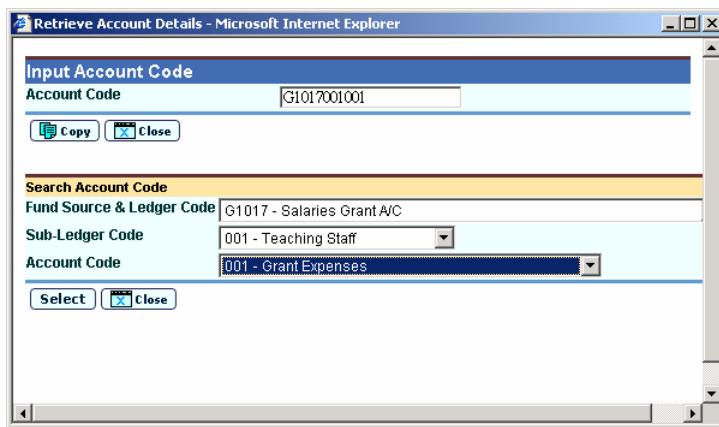
Click **[Copy]** or **[Select]** button to copy the code back to **Maintain Provident Fund Contribution Account Code** page.

5.   Click **[Save]** button.

📖   Post-effects

1.   The change in account code will take effect after saving the records. All the previous staff payroll entries and provident fund contribution already prepared will not be affected. Only those new payroll entries and provident fund contribution which are prepared after users have changed the account code will be affected.

📖   Notes

1.   A set of account codes has been pre-loaded by Education Bureau to suit users' general need.

2.   Users are recommended to follow the pre-loaded account codes. Account codes defined in this function will appear in Maintain Provident Fund Setting in Staff Master (refer to *2.2.5 Maintain Staff Provident Fund Setting*) for staff who participate in any one of the three schemes. Users should note that the account code for Employee's Contribution may have to be changed according to the salary payment account code of individual staff because the payment account code may vary for different staff.

Add Reimbursement Item

📖   Function Description

"Add Reimbursement Item" function allows users to create a new reimbursement item. The system can process reimbursement together with other payroll items for individual staff during the course of preparing payroll. The reimbursement items prepared in Setup can be selected for individual staff in Staff Master.

📖   Pre-requisites

1. Reimbursement item with the same item code must not exist.

🖰   User Procedures

1. Click **[FMP]→[Staff Cost]→[Setup]** from the left menu.
2. Click **[Payroll Setup]** tab.
3. Click **[Reimbursement Items]** hyperlink.
4. Click **[Add Reimbursement Item]** button.
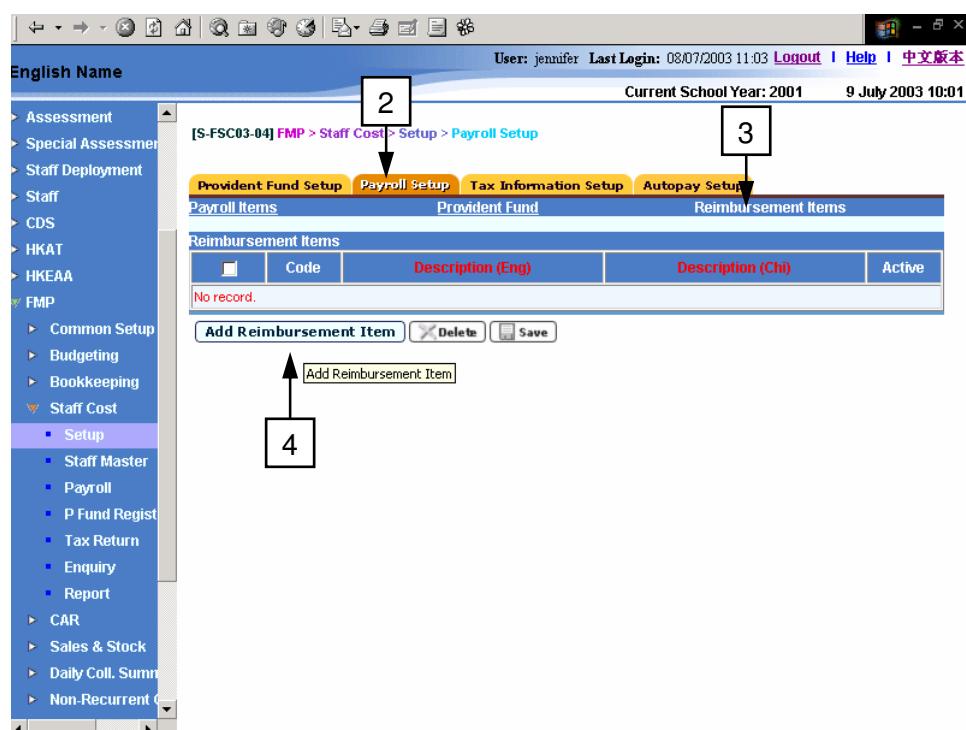
5. The system will redirect to the **Add Reimbursement Item** page.
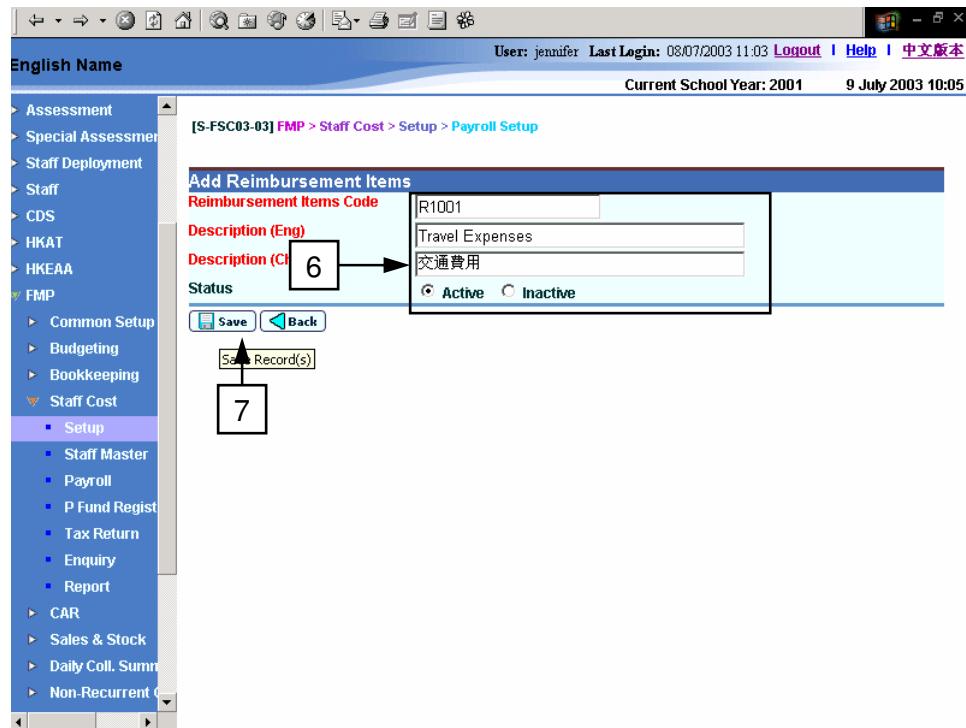
6. Fill in the following reimbursement item details:
   - **Reimbursement Items Code** (up to 5 digit alphanumeric text)
   - **Description (Eng)**
   - **Description (Chi)**
   - **Status** (Active or Inactive)

7. Click **[Save]** button.

☍   Post-effects

1. New reimbursement item will be added to the system.

☍   Notes

1. When Active Indicator is checked, the reimbursement item will be shown in "Staff Master - Maintain Staff Reimbursement Item Setting" (*refer to 2.2.6 Maintain Staff Reimbursement Item Setting*) and "Payroll - Prepare Payroll" (refer to *2.3.1 Prepare Payroll*).

2. Reimbursement item is not subject to any provident fund contribution and will not be considered as relevant income in tax return.

<u>Maintain Reimbursement Item</u>

📖   Function Description

"Maintain Reimbursement Item" function allows users to update reimbursement item details or to delete one or more of the existing reimbursement items.

📖   Pre-requisites

1. Reimbursement item must exist.

2. No relevant payroll should be under preparation if users want to update the active status of the reimbursement item.

3. No relevant payroll has been created if users want to delete reimbursement item.

🎨   User Procedures

1. Click **[FMP]→[Staff Cost]→[Setup]** from the left menu.

2. Click **[Payroll Setup]** tab.

3. Click **[Reimbursement Items]** hyperlink.

Update Reimbursement Items

4. Users can update the details of reimbursement items. More than one item can be updated at the same time.

5. Click **[Save]** button.

Delete Reimbursement Items

6. To delete reimbursement items, users may select one or more items by selecting the checkboxes next to the reimbursement item code.
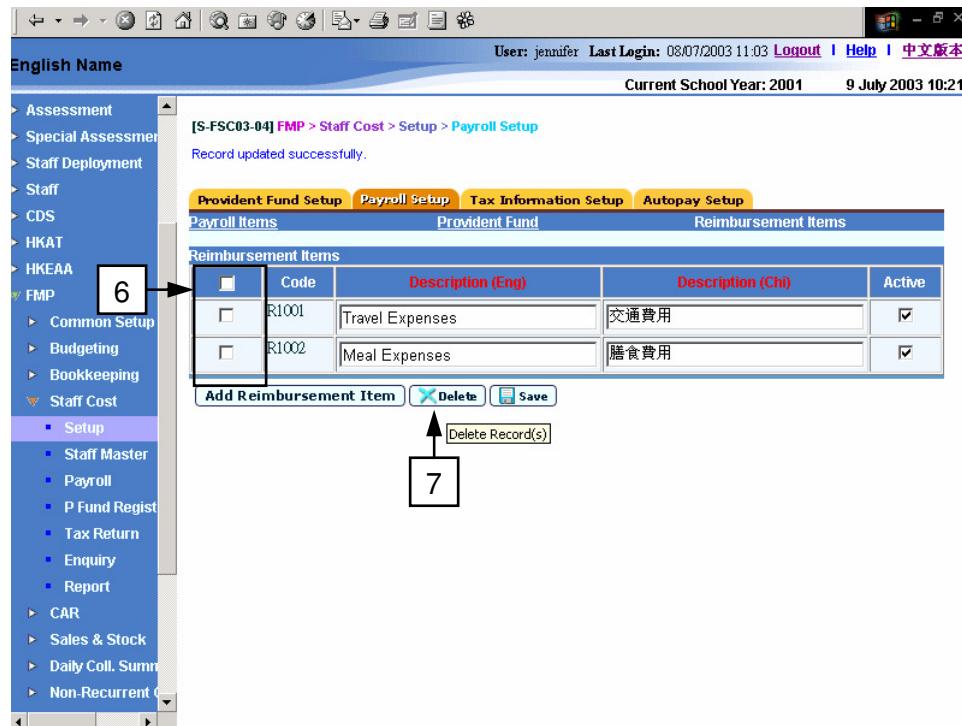
7. Then click **[Delete]** button.

❑ Post-effects

1. In updating of reimbursement items, the changes will be saved and will be effective at once.

2. For deletion of reimbursement items, the item will be removed at once.

❑ Notes

1. Reimbursement Item Code cannot be updated.

2. Active Indicator will not be editable if the reimbursement item is in use in any payroll preparation. After the relevant payroll voucher has been posted, the active indicator will become editable again.

3. When Active Indicator is checked, the reimbursement item will be shown in "Staff Master - Maintain Staff Reimbursement Item Setting" (*refer to 2.2.6 Maintain Staff Reimbursement Item Setting*) and "Payroll - Prepared Payroll" (refer to *2.3.1 Prepare Payroll*).

4. Reimbursement item is not subject to any provident fund contribution and will not be considered as relevant income in tax return.

2.1.3 Tax Information Setup

📖 Function Description

"Maintain Tax Information Setup" allows users to maintain the school employer's information for tax return purpose. This is an optional setting. If the school chooses not to prepare tax return via WebSAMS, there is no need to fill in the information in this setup.

If the school has maintained the school employer's information for tax return purpose in SAMS and choose to convert FMP data, data will be converted over to WebSAMS through Data Conversion Process automatically. If the school employer's information is changed, users have to update the latest one manually.
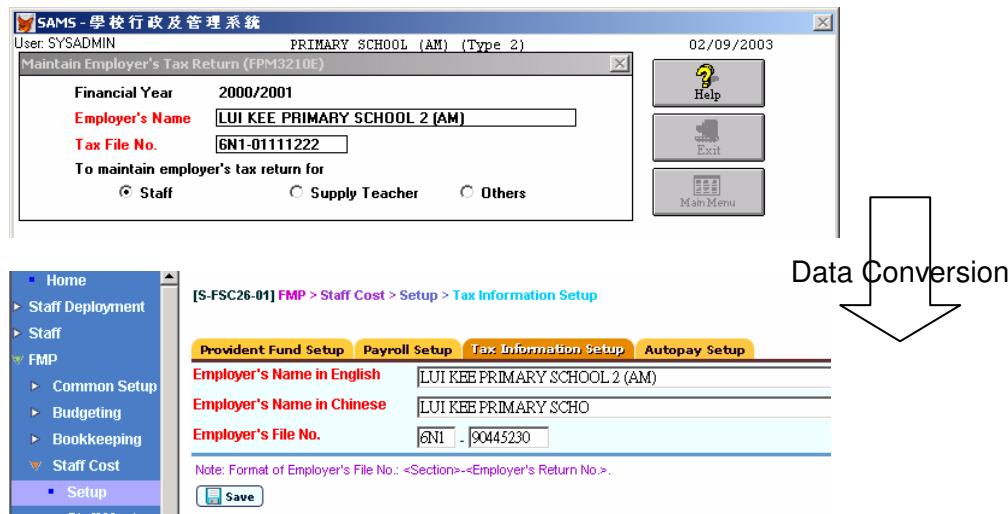
📖 Pre-requisites

1. Employer's File Number is assigned by Inland Revenue Department. Schools who have not received an employer's file number should contact Inland Revenue Department.

🖰 User Procedures

1. Click **[FMP]→[Staff Cost]→[Setup]** from the left menu.
2. Click **[Tax Information Setup]** tab.
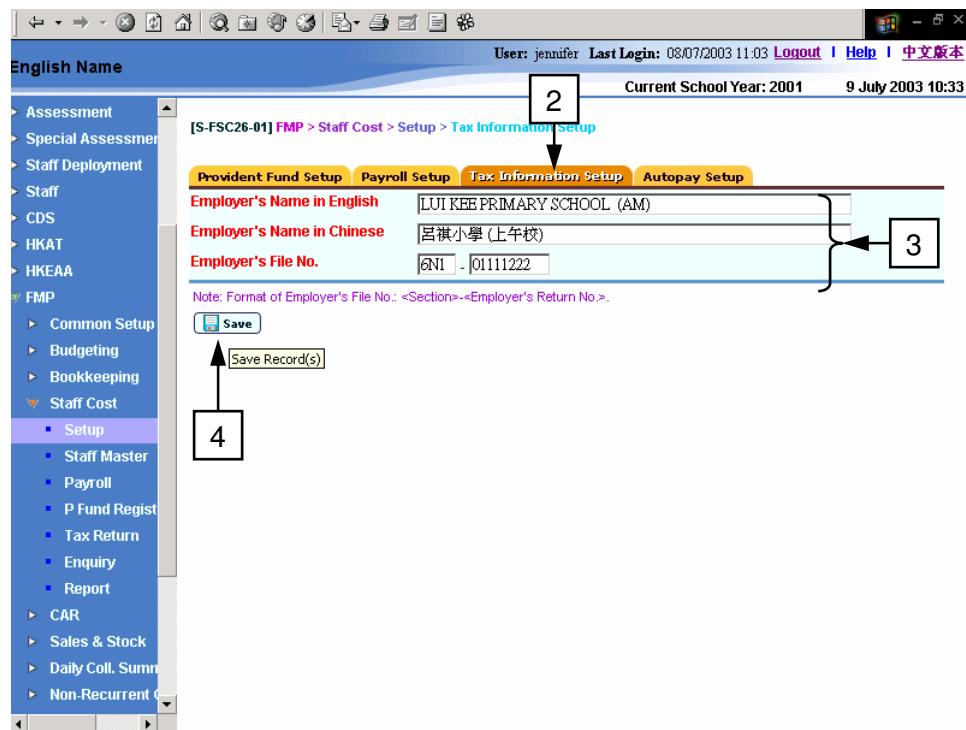
3. Fill in the following information:
   - **Employer's Name in English**
   - **Employer's Name in Chinese**
   - **Employer's File No.**

4. Click **[Save]** button.

📖   Post-effects

1. Updated setting will be used to generate both softcopy and hardcopy of Employer's Tax Return IR56B (refer to *2.5.1 Maintain and Generate Tax Return*).

📖   Notes

1. Employer's File Number is composite of Section and Employer's Return Number. Section is a 3-digit alphanumeric text and Employer's Return Number is a 8-digit alphanumeric text and it is usually the same as the Business Registration Number.

2.1.4 Autopay Setup

 📖 Function Description

  "Maintain Autopay Setup" function allows users to maintain autopay basic setting of following three pre-defined banks: (i) Hong Kong and Shanghai Bank, (ii) Hang Seng Bank and (iii) Bank of East Asia. This is an optional setting. If the school chooses not to prepare payroll autopay file via WebSAMS, there is no need to fill in the information for this setup.

 📖 Pre-requisites

  1. The school must first of all subscribe an autopay service with one of the three banks supported by the system.

 🖰 User Procedures

  1. Click **[FMP]→[Staff Cost]→[Setup]** from the left menu.

  2. Click **[Autopay Setup]** tab.

  3. There is a drop down list box for the users to select the bank and then update the information of autopay plans for Hong Kong and Shanghai Bank (MRI), Hang Seng Bank (MRI) or Bank of East Asia.
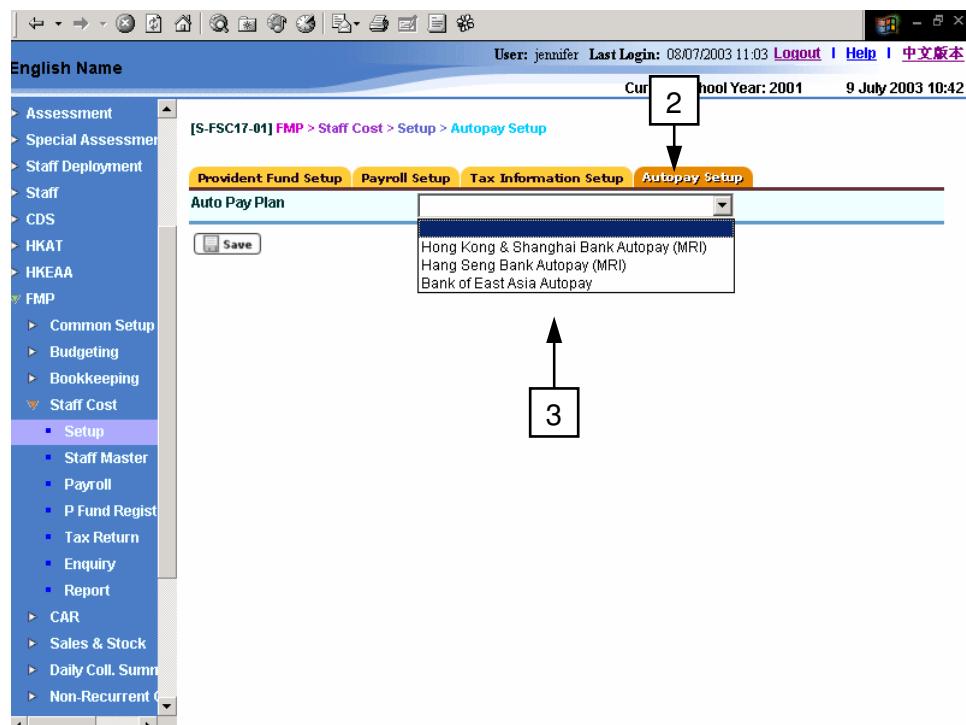
Hong Kong and Shanghai Bank Autopay (MRI)

  4. If users select "Hong Kong and Shanghai Bank (MRI)", they should follow the instruction given by the bank to fill in the (i) Autopay Plan Code (Plan Code), (ii) Payment Code (Payment Code), (iii) Payer Reference (First Party Reference) and (iv) Payee Reference (Second Party Reference). Users must

fill in "F" for the Auto Pay Plan Code (Plan Code) unless special instruction from Hong Kong and Shanghai Bank is obtained. Users must fill in the Payment Code provided by Hong Kong and Shanghai Bank. Wordings in brackets are the terms given by Hong Kong and Shanghai Bank for such purpose.

5. Click **[Save]** button.
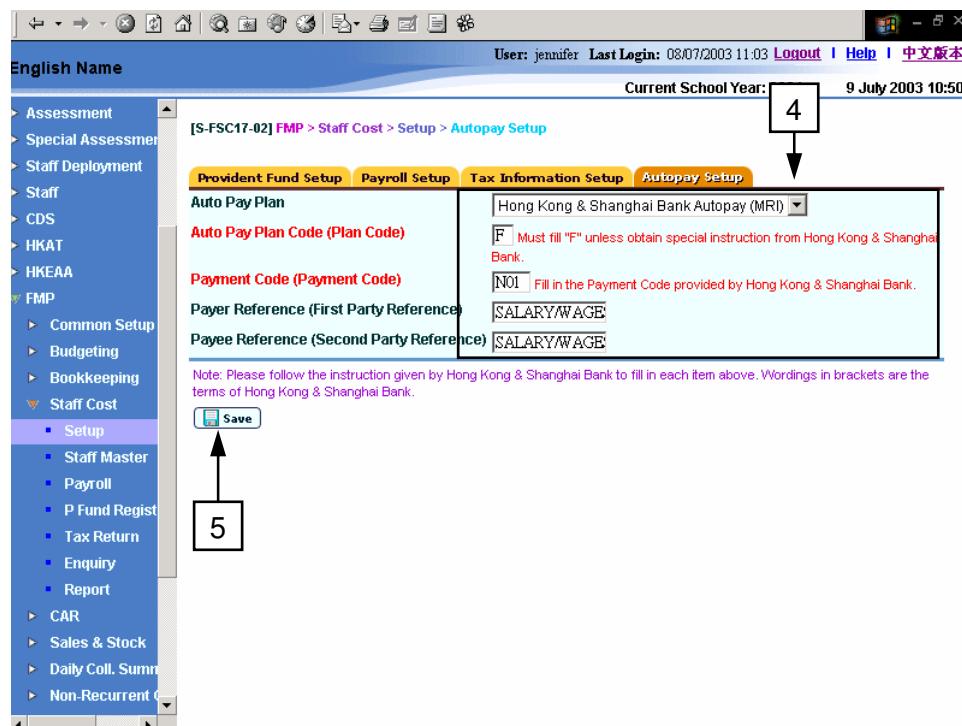
Hang Seng Bank Autopay (MRI)

6. If users select "Hang Seng Bank (MRI)", they should follow the instruction given by the bank to fill in (i) Autopay Plan Code (Plan Code), (ii) Payment Code (Payment Code), (iii) Payer Reference (First Party Reference) and (iv) Payee Reference (Second Party Reference). Users must fill in "F" for the Auto Pay Plan Code (Plan Code) unless special instruction from Hang Seng Bank is obtained. Users must fill in the Payment Code provided by Hang Seng Bank. Wordings in brackets are the terms given by Hang Seng Bank for such purpose.
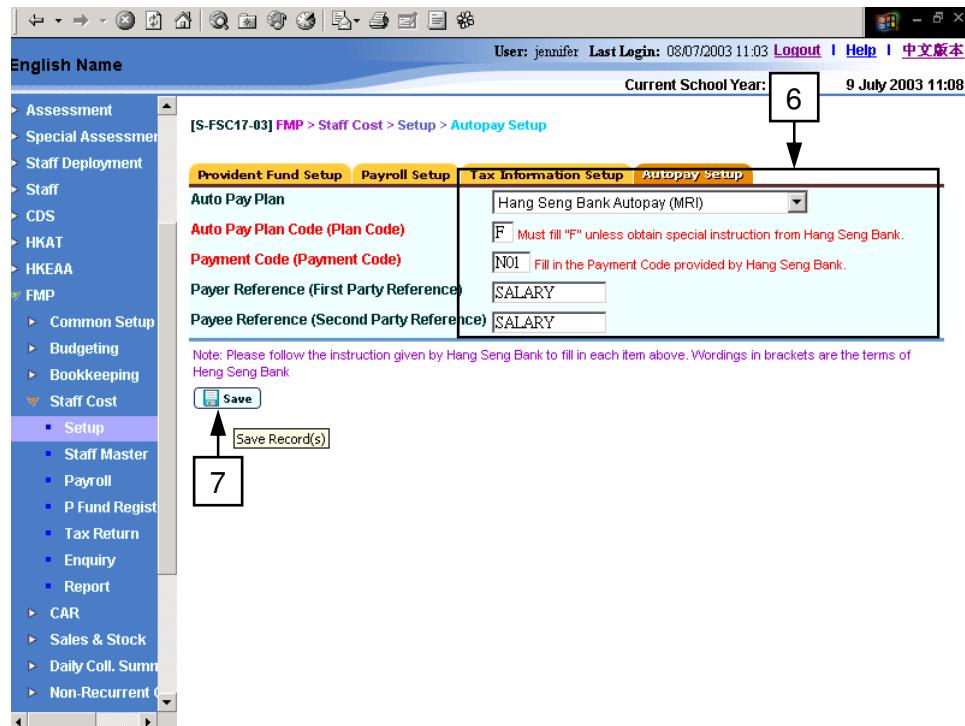
7. Click **[Save]** button.

Bank of East Asia

8. If users select "Bank of East Asia", they should follow the instruction given by the bank to fill in the (i) School's Bank Sub-Account Type (Sub A/C Type), (ii) Transaction Reference (Transaction Reference) and (iii) Employee's Bank Account Type (Destination Account Type). By default, both School's Bank Sub-Account Type (Sub A/C Type) and Employee's Bank Account Type (Destination Account Type) are set to "00". Wordings in brackets are the terms given by Bank of East Asia for such purpose.
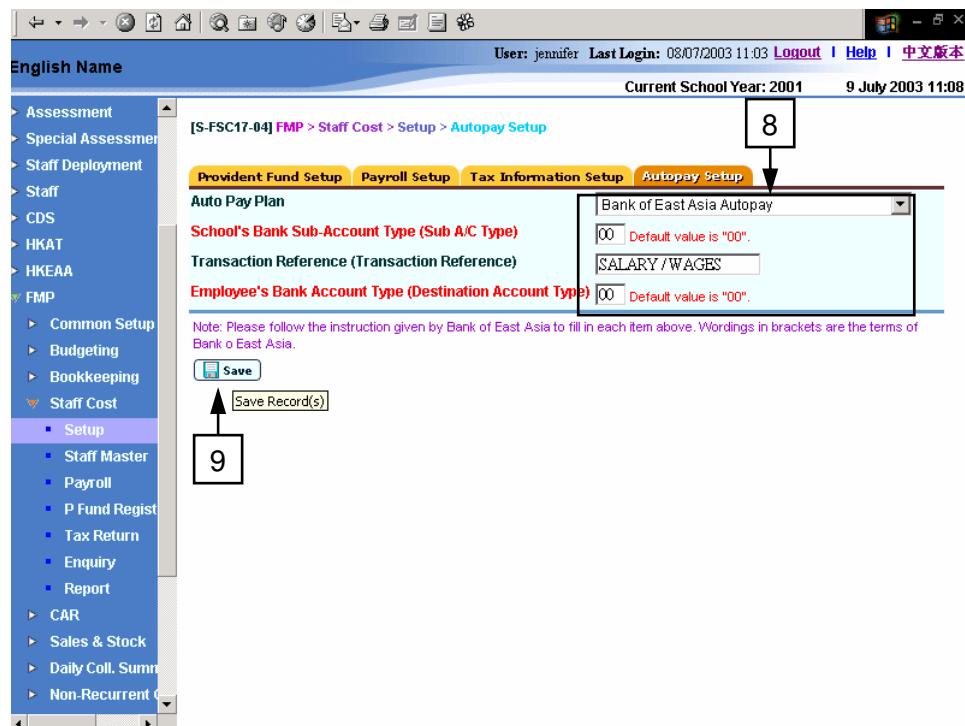
9. Click **[Save]** button.

📖   Post-effects

1. Autopay setting will be updated.

2. Updated autopay setting will be used in generating autopay file in Payroll.

3. When generating autopay file of a payroll voucher, the corresponding autopay setting of the bank mapped to the selected bank ledger will be loaded.

📖   Notes

1. Autopay is a build-in function in the system. The function is tailor-made for the three selected banks: Hong Kong and Shanghai Bank, Hang Seng Bank and Bank of East Asia. Other banks are not supported by the system.

2. Different Autopay Plan may have different set of requirement.

3. The autopay file generated by the system is not for direct submission to the banks for autopay. It is used as the data file for importing payroll data to the MRI program provided by Hong Kong and Shanghai Bank and Hang Seng Bank, and MAS (Payroll) program provided by Bank of East Asia.

4. Users need to follow the instruction given by their banks to fill in autopay data in this function. If users do not set autopay data properly in this function, they can still generate the autopay file but the generated file may not be able to be imported or read by the program provided by the banks.

2.2 Staff Master

Staff Master maintains the necessary staff information for payroll purpose. Staff master record includes personal details, employment, brought forward balances of provident fund contributions, provident fund setting, payroll item setting, reimbursement item and cost allocation for payroll.

Staff records will be obtained from Staff / Staff Deployment Module automatically when users perform searching in Staff Master of Staff Cost Module. In case the staff record in Staff / Staff Deployment Module has not yet been created in time, users can still create the staff record in Staff Cost Module temporarily for payroll purpose first. After this staff record has been created in Staff / Staff Deployment Module and has been transmitted to Staff Cost Module, the system is able to detect the pair of identical staff records and then prompt users to convert this pair of records into one.

The workflow of Staff Master is as follow:
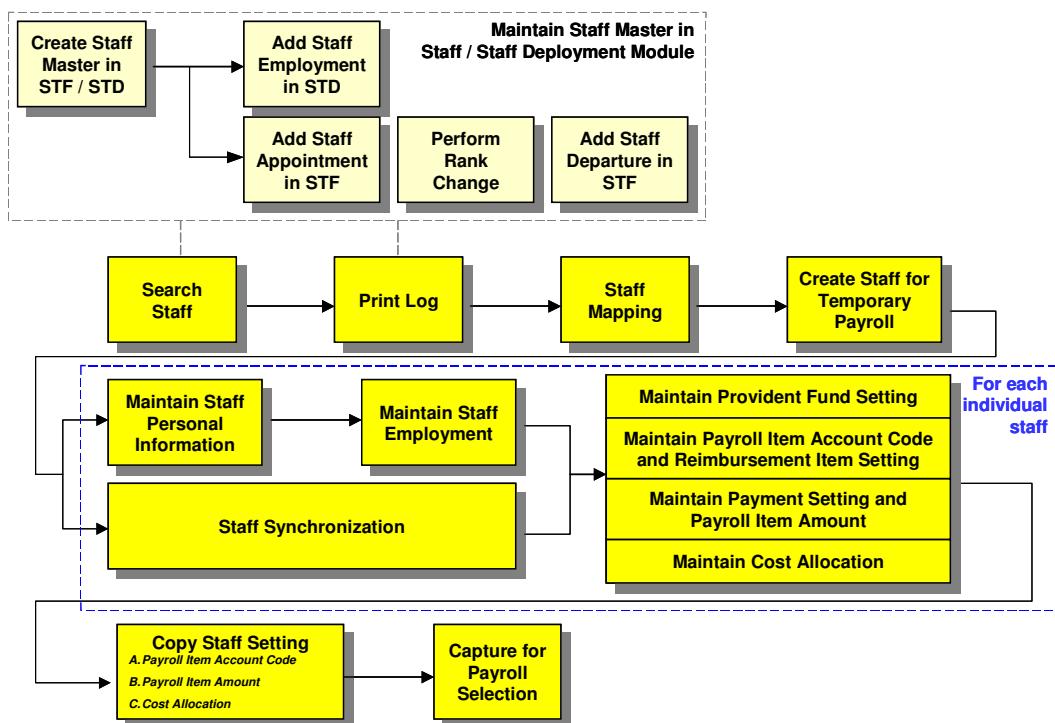
2.2.1 Maintain Staff Master

📖 Function Description

1. Users can search for staff records transmitted from Staff / Staff Deployment Modules or staff records created in Staff Cost Module. They can also delete staff record in Staff Cost Module.

📖 Pre-requisites

1. To search for a staff record, such staff record must have been transmitted from Staff /Staff Deployment Module or have been created in Staff Cost Module.
2. Only record of staff whose payroll has not been created can be deleted.

🖱 User Procedures

1. Click **[FMP]→[Staff Cost]→[Staff Master]** from left menu.

2. On this screen users can search for staff record by entering any one of the following criteria. All fields are optional.

   - **Staff Code**: a drop down list box contains all the available staff in Staff Cost Modules for users to select. By default, "ALL" staff code will be selected.

   - **School Level / Session**: a drop down list box contains all available school level and session. By default, "ALL" School Level/Session will be selected.

   - **Status**: a drop down list box contains three status, "ALL", "Active" and "Departed". When users select "Active", the system will search for staff who are currently employed in the school and staff who will be employed by the school in the future. By default, "Active" staff will be selected.

   - **Staff Name**: a text box allows users to enter any keyword of staff English name.

   - **Staff Name in Chinese**: a text box allows users to enter any keyword of staff Chinese name.

3. Click **[Search]** button.
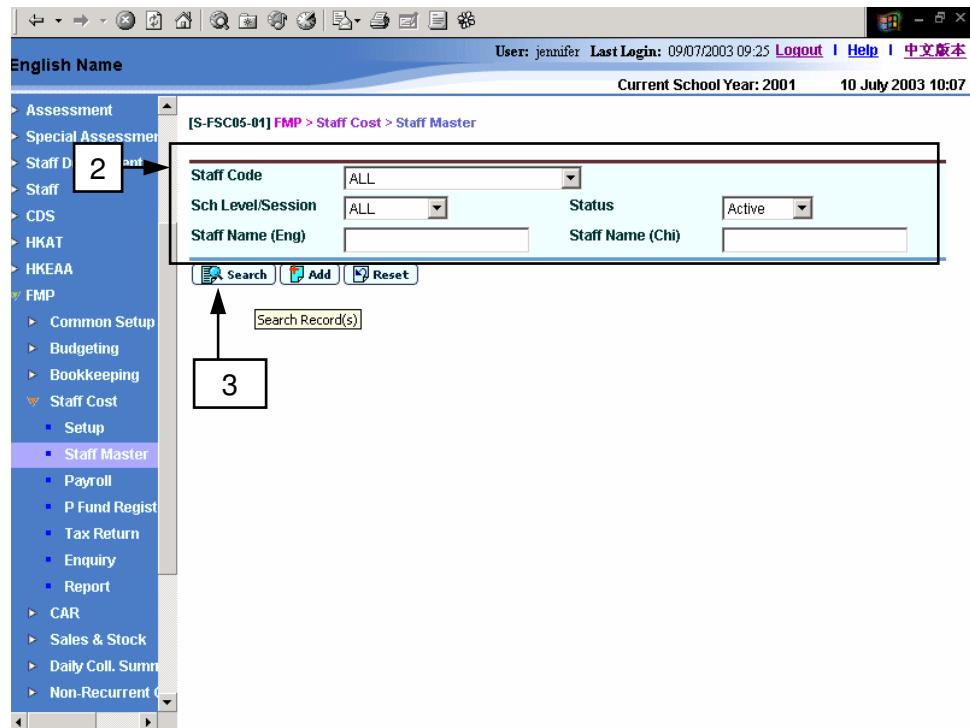
4. Before the system retrieves the staff records based on the input searching criteria, the system will capture all the newly created, amended or deleted staff information from Staff / Staff Deployment Module. All the transactions transmitted from Staff / Staff Deployment Module will be validated and updated to Staff Cost Module accordingly. All action will be logged and users can print the "Interface Log File (Transaction from Staff / Staff Deployment Module) (R-FSC015-E)" report on the data captured as described in *2.2.12 Print Log*.
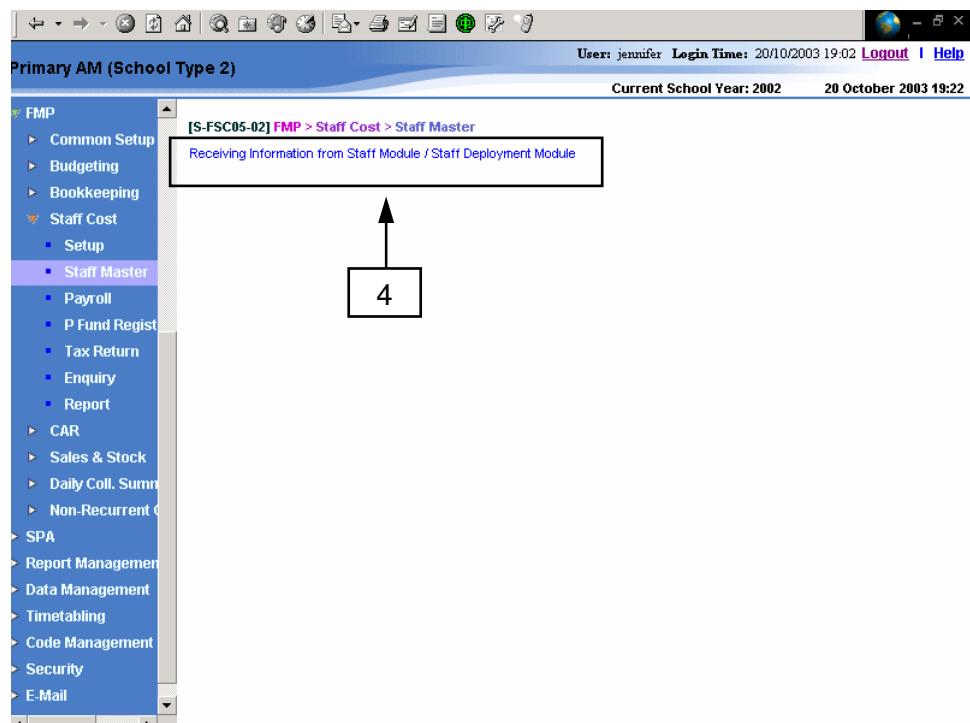
5. For each of the staff records transmitted from Staff / Staff Deployment Module, the system will check whether it matches with any temporary staff created in Staff Cost Module with the same Staff Name in English (concatenated with Surname and Other Name in English) or with the same Primary ID (Primary ID type, Primary ID number and Primary ID Place of issue). The system will base on the described matching rules and show all the potential pairs of staff which match with the same identity.

6. Users can perform Staff Mapping as described in *2.2.10 Staff Mapping* by clicking **[Staff Mapping]** button.

7. The system displays a list of staff based on the searching criteria.

8. Users can view or amend the detailed information of the staff by clicking the **[Staff Code]** hyperlink of the corresponding staff.

9. Staff will be available for selection in Payroll - Prepare Payroll (refer to *2.3.1 Prepare Payroll*) if "Capture for Payroll" indicator is checked in Staff Master (see also *2.2.7 Maintain Staff Payment Setting*). There should have no payroll under preparation for the staff if users want to update the status.

10. Users can bulk update "Capture for Payroll" status of the listed staff by clicking the checkboxes of **Capture for Payroll**. Then click **[Save]** button.

11. Users can copy payroll setting of a selected staff to other staff by clicking the checkbox next to Staff Code and then clicking **[Copy To]** button. For detailed information, users can refer to *2.2.9 Copy Staff Payroll Setting*.
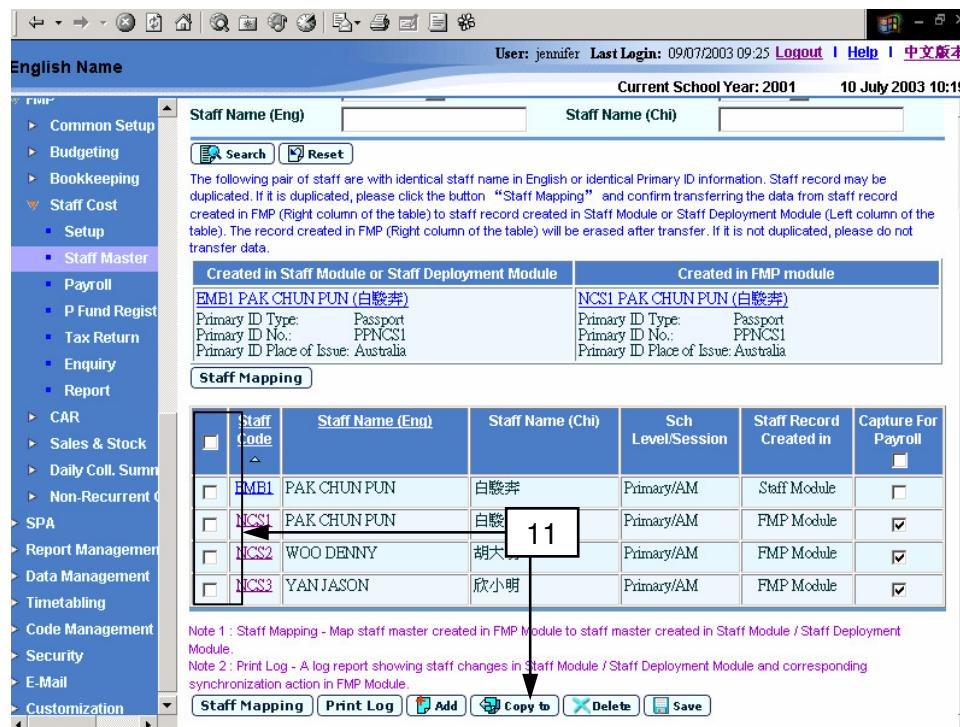
12. Users can create staff for temporary payroll by clicking **[Add]** button. For detailed information, users can refer to *2.2.2 Create Staff for Temporary Payroll*.
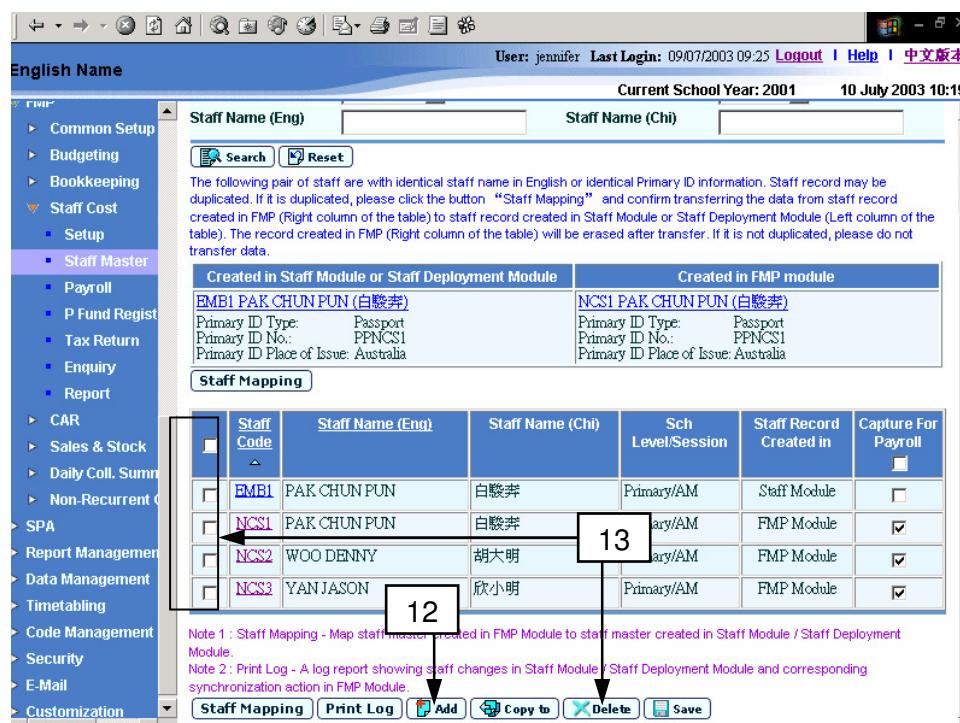
13. If users want to delete staff from Staff Cost Module, they can select the checkbox next to staff code and then click **[Delete]** button. Users can select

one or more staff records to be deleted at the same time. Please note that delete staff records that transmitted from Staff / Staff Deployment Module will not be received again.

14. If the staff to be deleted is the responsible officer of one or more assets in Capital Asset Register (FCA) Module and/or the staff to be deleted is a member of one or more programmes in Common Setup (FCS) Module, the system will prompt users to confirm deletion.
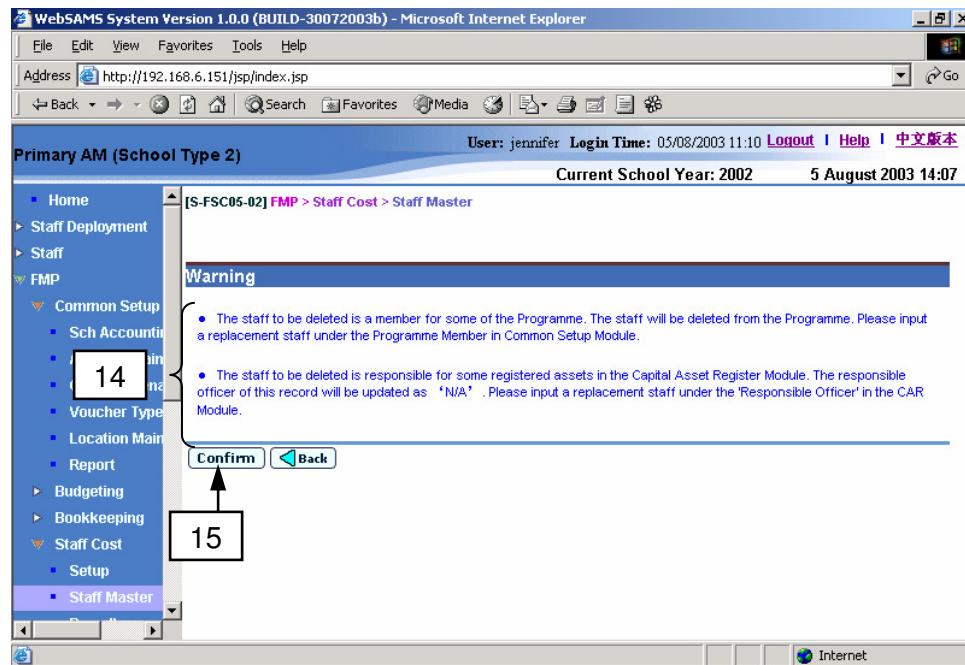
15. Click **[Confirm]** button to confirm deletion.

   Post-effects

1. Deleting staff record transmitted from Staff / Staff Deployment Module to Staff Cost Module will not affect the original staff record kept under Staff / Staff Deployment Module.

2. If the staff record transmitted from Staff / Staff Deployment Module is deleted in Staff Master, information of the corresponding original staff record kept under Staff / Staff Deployment Module cannot be obtained from Staff / Staff Deployment Module again. Users need to create the same staff record in Staff Cost Module if required.

3. If the staff is a responsible officer of certain asset in Capital Asset Register Module, the responsible officer field of the asset will be cleared if the users confirm deleting the staff record in Staff Cost Module.

4. If the staff is a programme member of certain programme in Common Setup Module, the staff record will be deleted from the programme member list of the programme if users confirm deleting the staff record in Staff Cost Module.

   Notes

1. The search result can be sorted by "Staff Code" or "Staff name (Eng)".

2. Supply teacher records transmitted from Staff Deployment Module should have a unique Staff Code beginning with "&".

3. Updating the checkbox of "Capture for Payroll" status will also update the "Capture for Payroll" Indicator in Maintain Staff Payment Setting function (refer to *2.2.7 Maintain Staff Payment Setting*) at the same time. The indicator shows whether the staff will be captured for payroll (refer to *2.3.1 Prepare Payroll*).

2.2.2 Create Staff for Temporary Payroll

📖 Function Description

"Create Staff for Temporary Payroll" function allows users to temporarily create a staff record in Staff Cost Module for payroll purpose where the corresponding staff record has not yet been created in Staff / Staff Deployment Module. Staff records created in Staff Cost Module will not be transmitted to Staff / Staff Deployment Module.

📖 Pre-requisites

1. Staff record created in Staff Cost Module for temporary payroll with the same Staff Code or same primary ID information (Primary ID Type, Primary ID Number and Primary ID Place of Issue) must not exist.

🎧 User Procedures

1. Click **[FMP]→[Staff Cost]→[Staff Master]** from left menu.
2. Click **[Add]** button.
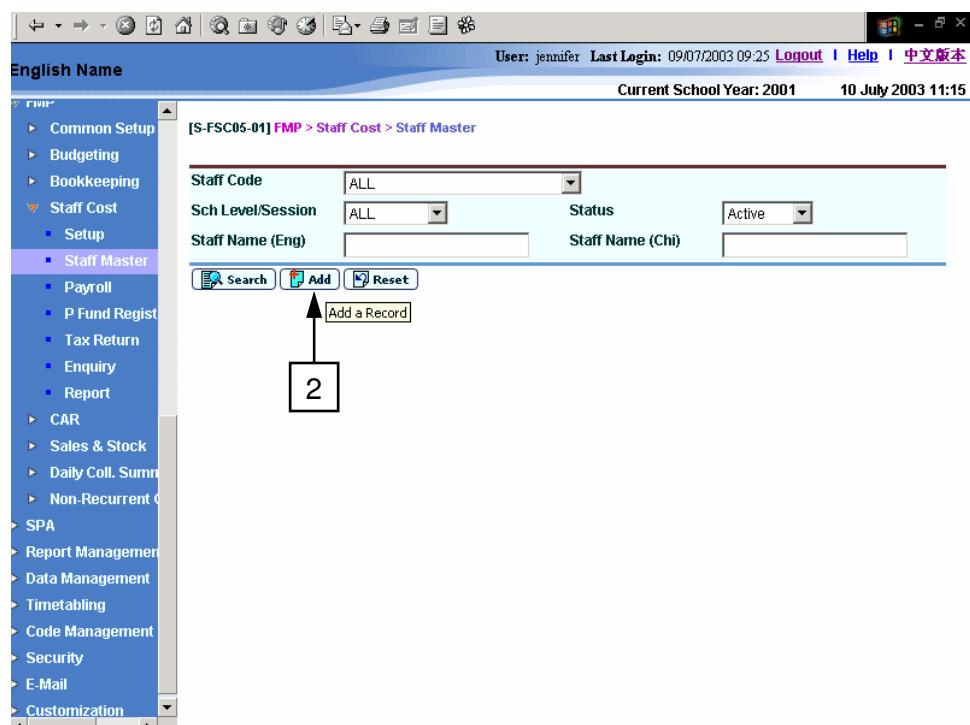
3. The system will redirect to **Create Staff for Temporary Payroll** page.

4. Fill in the following personal information.

 - **Staff Code** (alphanumeric character only)

 - **Staff Name (Chi)**, **Surname (Eng)**, **Other Name (Eng)**

 - **Title** and **Sex**

 - **Date of Birth**

 - **Marital Status** (if the staff is "Married", it is recommended to fill in spouse particulars for tax return purpose)

 - **Primary ID Type**, **Primary ID Number** and **Primary ID Place of Issue**

 - **Residential Address (Eng)** and **Residential Address (Chi)**

 - **Area of Residential Address**

 - **Spouse Particulars**: Spouse's Name and Primary ID information

5. Click **[Save]** button.

6. The system will check whether the temporary staff to be created in Staff Cost Module match with any staff record transmitted from Staff / Staff Deployment Module with the same Staff Name in English (concatenated with Surname and Other Name in English) or the same Primary ID (Primary ID type, Primary ID no. and Primary ID Place of issue). The system will base on the matching rules and show all the potential pairs of staff which match with the same identity.
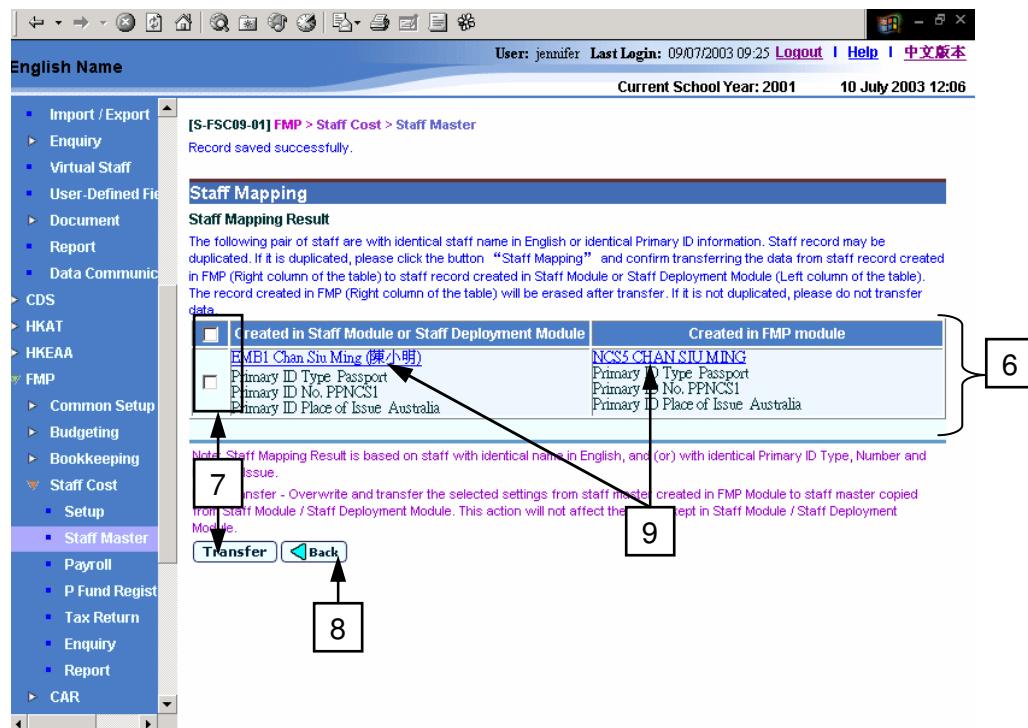
7. If the staff shown in the matched pair is considered as the same staff, users can select the pair and then click **[Transfer]** button. The system will then overwrite and transfer the settings from staff master created in Staff Cost Module to staff master transmitted from Staff / Staff Deployment Module. The system will subsequently abort the "Create Staff for Temporary Payroll" action.

8. If the matched pair is considered as different staff, users may click **[Back]** button. The system will then continue the "Create Staff for Temporary Payroll" action.

9. Users can view the details of the staff by clicking the **Staff Name** hyperlink in order to ascertain whether the pair of the staff are the same.

📖   Post-effects

1. If the staff record is successfully saved, a new staff master record will be created. The system will redirect to **Maintain Personal Information of Staff** (refer to *2.2.3 Maintain Personal Information of Staff*) page. Users can further enter (1) employment information (refer to *2.2.4 Add Staff Employment*). Users should also maintain (2) staff payroll item account code and staff reimbursement item setting (refer to 2.2.6 *Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting*), (3) staff Maintain Staff Payroll Item Amount and Maintain Staff Payment Setting) and (4) staff cost allocation (refer to 2.2.8 Maintain Staff Cost Allocation).

📖   Notes

1. It is normally not required to create staff records in Staff Cost Module if Staff / Staff Deployment Module is in use. Staff records created in Staff / Staff Deployment Module will be transmitted to Staff Cost Module automatically. For temporary payroll purpose, users are allowed to create staff records in Staff Cost Module.

2. Residential Address (both Chinese and English) in Staff Cost Module is composite of two lines of text. Each line is able to record a maximum of 90 bytes of text. Please note that each Chinese word is a two-bytes character. In Staff / Staff Deployment Module, Residential Address is composite of "Flat", "Floor", "Block", "Building", "Village / Estate", "Number and Street" and "District". If the residential address in Staff Cost Module occupies both two lines, only the first line of Residential Address in Staff Cost Module will be captured when users generate tax return materials (refer to 2.5.1 *Maintain and Generate Tax Return*).

2.2.3 Maintain Personal Information of Staff

📖 Function Description

"Maintain Personal Information of Staff" allows users to view or amend personal information of the staff and manually synchronize staff information from Staff / Staff Deployment Module if the staff is transmitted from Staff / Staff Deployment Module.

📖 Pre-requisites

1. Staff record must have been transmitted from Staff / Staff Deployment Module or have been created in Staff Cost Module.

🖰 User Procedures

1. Click **[FMP]→[Staff Cost]→[Staff Master]** from left menu.

2. Search for staff as described in *2.2.1 Maintain Staff Master*.

3. Click the **[Staff Code]** hyperlink of the staff.

4. The system will redirect to **Maintain Personal Information** page.

5. Update the following personal information.

- **Staff Name (Chi)**, **Surname (Eng)**, **Other Name (Eng)**

- **Title** and **Sex**

- **Date of Birth**

- **Marital Status** (if the staff is "Married", it is recommended to fill in spouse particulars for tax return purpose)

- **Primary ID Type**, **Primary ID Number** and **Primary ID Place of Issue**

- **Residential Address (Eng)** and **Residential Address (Chi)**

- **Area of Residential Address**

- **Spouse Particulars**: Spouse's Name and Primary ID information

6. Click **[Save]** button.

7. If the staff record is transmitted from Staff / Staff Deployment Module, users can perform staff synchronization as described in *2.2.11 Staff Synchronization* by clicking **[Synchronize from Staff Module]** button.

    📖   Post-effects

1. Updated staff master information will be kept in Staff Cost Module only. It will not be copied back to the original staff record under Staff / Staff Deployment Module.

    📖   Notes

1. Residential Address (both Chinese and English) in Staff Cost is composite of two lines of text. Each line is able to record a maximum of 90 bytes of text. Please note that each Chinese word is a two-bytes character. In Staff / Staff Deployment Module, Residential Address is composite of "Flat", "Floor", "Block", "Building", "Village Estate", "Number and Street" and "District". If the

residential address in Staff Cost Module occupies both two lines, only the first line of Residential Address in Staff Cost Module will be captured when users generate tax return materials (refer to 2.5.1 *Maintain and Generate Tax Return*).

2.2.4 Maintain Staff Employment

Add New Staff Employment

📖   Function Description

"Add New Staff Employment" function allows users to create a new employment for staff whose staff record is created in Staff Cost Module or whose corresponding employment has not yet been created in Staff / Staff Deployment Module.

📖   Pre-requisites

1. Staff record must have been transmitted from Staff / Staff Deployment Module or have been created in Staff Cost Module.

2. The same employment for the same staff must have not been created in Staff Cost Module or must have not been created in Staff / Staff Deployment Module and transmitted to Staff Cost Module.

🎦   User Procedures

1. Click **[FMP]→[Staff Cost]→[Staff Master]** from left menu.

2. Search for staff as described in *2.2.1 Maintain Staff Master*.

3. Click the **[Staff Code]** hyperlink of the staff.

4. The system will redirect to **Maintain Personal Information** page.

5. Click **[Employment]** tab.

6. The system will redirect to **Maintain Employment** page.

7. Click **[Add]** button.

8. The system will redirect to **Add Staff Employment Period** page.
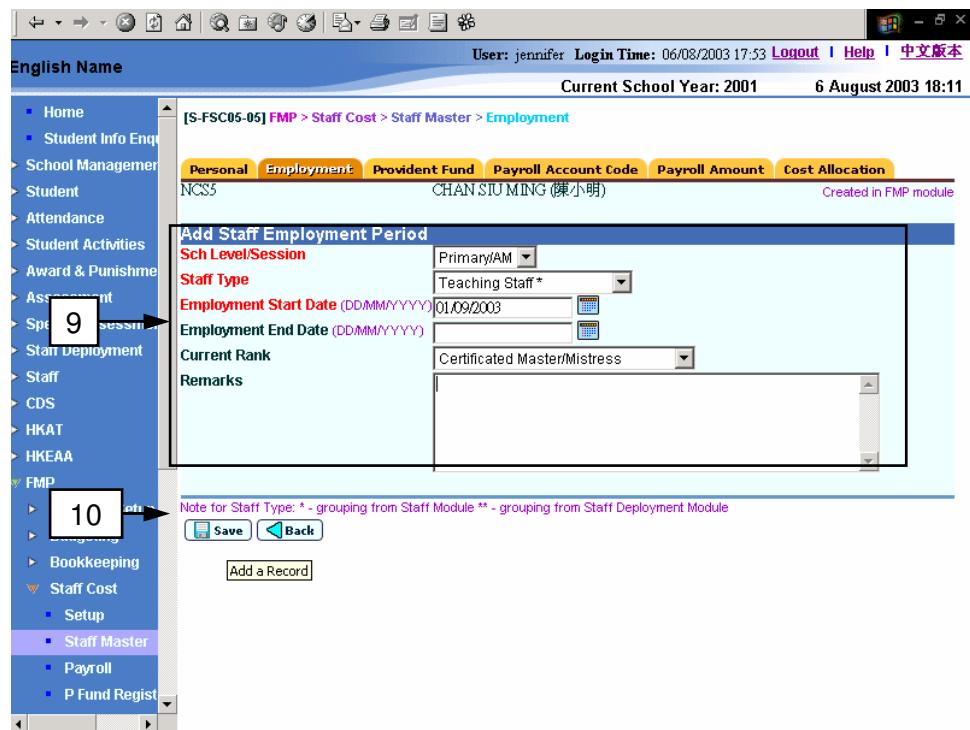
9. Fill in the employment information of the staff as follows:

   - **School Level/Session**

   - **Staff Type**

   - **Employment Start Date**

   - **Employment End Date** (Leave blank if it is an open-end employment)

   - **Current Rank**

   - **Remarks** (if necessary)

10. Click **[Save]** button.

📖   Post-effects

1. Payroll can be prepared for the new employment period (refer to *2.3.1 Prepare Payroll*).

📖   Notes

1. If the employment is a continuous employment, users do not have to fill in the Employment End Date.

2. Previous employment period must not be an open-end employment. That is, if users want to add in next employment period, the Employment End Date of the previous employment must be filled in.

3. Users may add in one or more employment information for a staff.

4. If the newly assigned employment period overlaps with any existing employment period of the same staff in Staff Cost Module, the system will abort saving the employment information of the staff in Staff Cost Module.

5. If the staff is created in Staff / Staff Deployment Module, the system will not transmit the corresponding employment information back to the staff record in Staff / Staff Deployment Module.

Maintain Staff Employment

  Function Description

"Maintain Staff Employment" function allows users to update or delete any existing employment of the staff in Staff Cost Module.

  Pre-requisites

1. The employment must have been created in Staff Cost Module or must have been created in and transmitted from Staff / Staff Deployment Module.
2. Relevant payroll for the employment must not be under preparation.

  User Procedures

1. Click **[FMP]→[Staff Cost]→[Staff Master]** from left menu.
2. Search staff as described in *2.2.1 Maintain Staff Master*.
3. Click the **[Staff Code]** hyperlink of the staff.

4. The system will redirect to **Maintain Personal Information** page.

5. Click **[Employment]** tab.

6. The system will redirect to **Maintain Employment** page.

Update Employment Information

7. To update staff employment, users should select an employment period if there is more than one employment for the staff. Employment Information of the selected period will be displayed on the screen.

8. Update the employment information of the staff as follows:

    -   **School Level/Session**

- **Staff Type**

- **Employment Start Date**

- **Employment End Date** (Leave blank if it is an open-end employment)

- **Current Rank**

- **Remarks** (if necessary)

9. Click **[Save]** button.

Delete Employment Information

10. To delete an employment, users should select an employment period to be deleted.

11. Click **[Delete]** button.

📖   Post-effects

1. After updating employment information, Payroll can be prepared for the updated employment period (refer to *2.3.1 Prepare Payroll*).

2. For deletion of the employment information, no payroll can be further prepared for the deleted employment period. (refer to *2.3.1 Prepare Payroll*).

📖   Notes

1. For staff record transmitted from Staff / Staff Deployment Module, users are required to pay attention to whether "Current Rank" match with the staff type of the staff in Staff Cost Module because subsequent synchronization will only update the current rank only, but not staff type.

2. If the employment is a continuous employment, users do not have to fill in the Employment End Date.

3. If users want to add a new employment period, the end date of the previous employment period must be filled.

4. Employment information of a newly created record in Staff / Staff Deployment Module will be automatically updated to the same staff record kept in Staff Cost Module. However, any subsequent amendment of employment information (such as change of the employment start date) will not be updated to the staff record in Staff Cost Module

5. If payroll entry of the selected employment period is under preparation, the system will abort updating the employment information of the staff in Staff Cost Module.

6. If users have created payroll entry with payroll period falls outside the updated employment period, the system will abort updating the employment information of the staff in Staff Cost Module.

7. If the updated employment period overlaps with any existing employment period of the same staff in Staff Cost Module, the system will abort updating the employment information of the staff in Staff Cost Module.

8. If any payroll entry exists in the selected employment period, the system will abort deleting the employment information of the staff in Staff Cost Module.

9. If the staff is created in Staff / Staff Deployment Module, the system will not update/delete the original employment information in Staff / Staff Deployment Module.

2.2.5 Maintain Staff Provident Fund Setting

  Function Description

"Maintain Staff Provident Fund Setting" function allows users to assign a provident fund scheme (Not Participate in Provident Fund Scheme, Grant / Subsidized Schools Provident Fund Scheme, ORSO Scheme and MPF Scheme) to staff. Users may fill in the following information: brought forward balance of contribution, other amounts from the previous employment and all necessary provident fund setting for preparing payroll and provident fund entry. For new staff transmitted from Staff / Staff Deployment Module or a new staff created in Staff Cost Module, the staff will be set to "Not Participate in Provident Fund Scheme" by default.

  Pre-requisites

1. Relevant provident fund rate setting and provident fund contribution account codes have been defined in Setup (refer to *2.1.1 Provident Fund Setup* and *2.1.2 Payroll Setup – Maintain Provident Fund Contribution Account Code*).

2. Relevant payroll must not be under preparation.

  User Procedures

1. Click **[FMP]**→**[Staff Cost]**→**[Staff Master]** from left menu.

2. Search for staff as described in *2.2.1 Maintain Staff Master*.

3. Click the **[Staff Code]** hyperlink of the staff.

4. The system will redirect to **Maintain Personal Information** page.

5. Click the **[Provident Fund]** tab.

6. The system will redirect to **Maintain Staff Provident Fund** page.

7. The system will initially assign "Not Participate in Provident Fund Scheme" to the newly created staff record by default.

Not Participate in Provident Fund Scheme

8. If the staff is not required to join any provident fund scheme, then select "Not Participate in Provident Fund Scheme".

9. Fill in the reason why the staff is not required to join any provident fund scheme if necessary.

Grant / Subsidized Schools Provident Fund Scheme

10. If the staff participates in the Grant / Subsidized Schools Provident Fund Scheme, users should select the corresponding option.

11. Fill in the balance brought forward information from the staff's previous employment in other schools / companies. Users have to fill in:

   - Brought forward balance of contribution amounts for both employee and employer,

   - Brought forward balance of dividend received,

   - As at Date of the brought forward balance.

12. Fill in the Employee's Contribution Account Code of the staff. By default, the system adopts the Employee's Contribution Account Code ("G1017001003 – Teaching Staff P.F./MPF Con deducted at source") defined in Maintain Provident Fund Contribution Account Code function in Setup (refer to *2.1.2 Payroll Setup – Maintain Provident Fund Contribution Account Code*).

13. Fill in the effective date for at least one stage. The stages are defined in Maintain Grant / Subsidized Schools Provident Fund Scheme Fund Rate Setting function (refer to *2.1.1 Provident Fund Setup – Maintain Grant / Subsidized Schools Provident Fund Scheme Fund Rate Setting*).

14. Fill in the **Remarks** if that is necessary.

ORSO Scheme

15. If the staff participates in ORSO Scheme, users should select corresponding option.

16. Fill in the balance brought forward information from the staff's previous employment in other schools / companies. Users have to fill in:

  - Brought forward balance of contribution amounts for both employee and employer,

  - Brought forward balance of dividend/interest received for both employee and employer,

  - Brought forward balance of miscellaneous amount for both employee and employer.

  - As at Date of the brought forward balance.

17. Fill in the Employee's Contribution Account Code of the staff. This account code normally is the same as the salary account code for the staff. By default, the system adopts the Employee's Contribution Account Code defined in Maintain Provident Fund Contribution Account Code function in Setup (refer to *2.1.2 Payroll Setup – Maintain Provident Fund Contribution Account Code*).

18. Fill in the effective date and Employer's Contribution Account Code for at least one stage. The stages are defined in Maintain Provident Fund Contribution Account Code function in Setup (refer to *2.1.2 Payroll Setup – Maintain Provident Fund Contribution Account Code*) and contribution accounts are defined in Maintain ORSO Scheme Fund Rate Setting function (refer to *2.1.1 Provident Fund Setup – Maintain ORSO Scheme Fund Rate Setting*).

19. Fill in the **Remarks** if that is necessary.

Mandatory Provident Fund Scheme

20. If the staff participates in Mandatory Provident Fund Scheme, users should select the corresponding option.

21. Fill in the balance brought forward information from the staff's previous employment in other schools / companies. Users have to fill in:

    - Brought forward balance of contribution amounts for both employee and employer
    - Brought forward balance of miscellaneous amount.
    - As At Date of the brought forward balance.

22. Fill in employee's and employer's contribution account codes. By default, the system adopts the employee's and employer's contribution account codes as defined in Maintain Provident Fund Contribution Account Code function (refer to *2.1.2 Payroll Setup - Maintain Provident Fund Contribution Account Code*). Fill in the rate and amount of employer's and employee's voluntary contributions if necessary.

23. Fill in the **Remarks** if necessary.

24. Click the **[Save]** button.

    📖   Post-effects

1. The system will adopt the updated setting in new payroll to be prepared subsequently.

    📖   Notes

1. If any payroll entry of the staff is under preparation, the system will abort the updating the staff provident fund rate setting.

2. For Grant / Subsidized Schools Provident Fund Scheme, the Employee Contribution Account Code will be set to "G1017001003 - Teaching Staff

P.F./MPF Con deducted at source" by default. It is not required to specify the Employer's Contribution Account Code because the employer's contribution has been deducted at source by Education Bureau.

3. For ORSO and MPF Schemes, the Employee Contribution Account Code should normally be the same as the account code of the salary payment for that staff.

4. Provident fund register records (refer to *2.4 – Provident Fund Register*) will remain in the system even though the staff subsequently changes his/her provident fund scheme from one scheme to another.

2.2.6 <u>Maintain Staff Payroll Item Account Codes and Maintain Staff</u>

    <u>Reimbursement Item Setting</u>

📖   Function Description

When preparing staff payroll, users need to specify the payroll items and payment account codes. "Maintain Staff Payroll Item Account Codes" function allows users to select appropriate payroll items and then pre-set the account codes to the selected payroll items for each employment of the individual staff. These settings will be used in capturing staff for payroll (refer to *2.3.1 Prepare Payroll - Capture Staff for Payroll*). Default amount of the selected payroll items are needed to be specified subsequently in *2.2.7 Maintain Staff Payroll Item Amount*.

Apart from payroll items, users are allowed to maintain reimbursement item setting of the staff for each accounting year.

📖   Pre-requisites

1. The payroll items and reimbursements items must be created and defined as "Active" status in Payroll Setup (refer to *2.2.1 Payroll Setup*).

2. For reimbursement item setting, the programme must have been created for the accounting year (refer to *Maintain Programme in Common Setup Module*).

3. To update payroll item account codes, relevant payroll for the employment must not be under preparation.

4. To update reimbursement item setting, relevant reimbursement item for the accounting year must not exist in Payroll.

🎩   User Procedures

1. Click **[FMP]→[Staff Cost]→[Staff Master]** from left menu.

2. Search for staff as described in *2.2.1 Maintain Staff Master*.

3. Click the **[Staff Code]** hyperlink of the staff.

4. The system will redirect to **Maintain Personal Information** page.

5. Click **[Payroll Account Code]** tab.

6. The system will redirect to **Payroll Account Code** page.
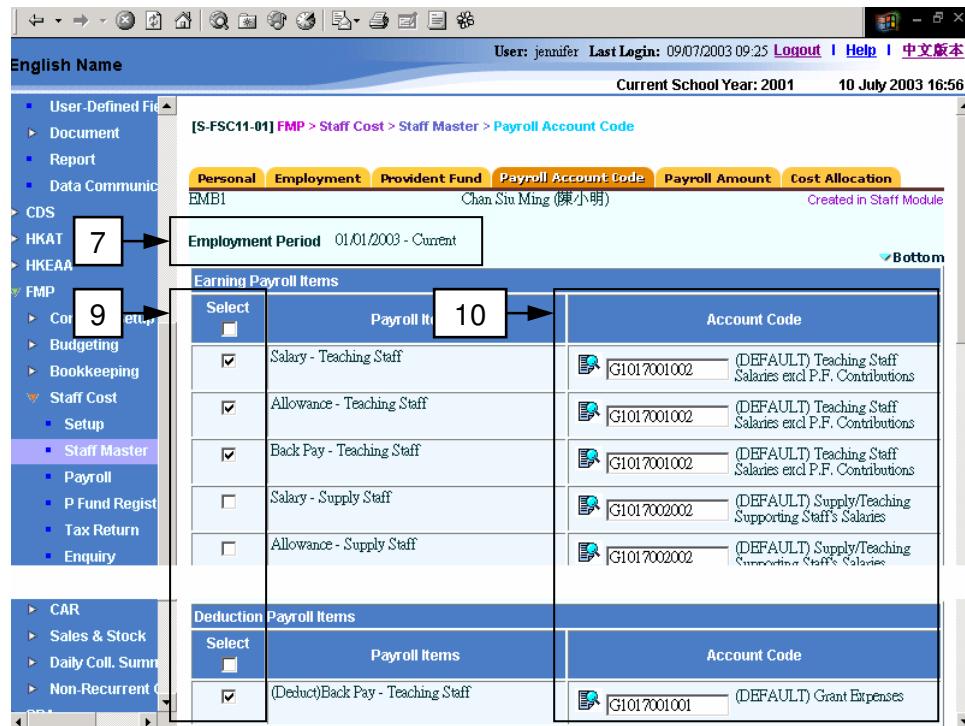
Maintain Staff Payroll Item Account Codes

7. Select an appropriate Employment Period. By default, the current employment period will be selected.

8. All active payroll items as defined in Payroll Setup. Payroll item setup (refer to *2.2.1 Payroll Setup*) will be displayed on the screen, by default.

9. Users may select appropriate earning and deduction payroll items for individual staff. Only selected items will be listed in Staff Payroll Item Amount setting (refer to *2.2.7 Maintain Staff Payroll Item Amount and Maintain Staff Payment Setting*).

10. Users may choose to adopt the default payroll item **Account Code** (refer to *2.1.2 Payroll Setup – Maintain Payroll Item*) or select another account code for the selected staff.

Maintain Staff Reimbursement Item Setting

11. If users want to maintain staff reimbursement item setting, they should select an appropriate **Accounting Year**.
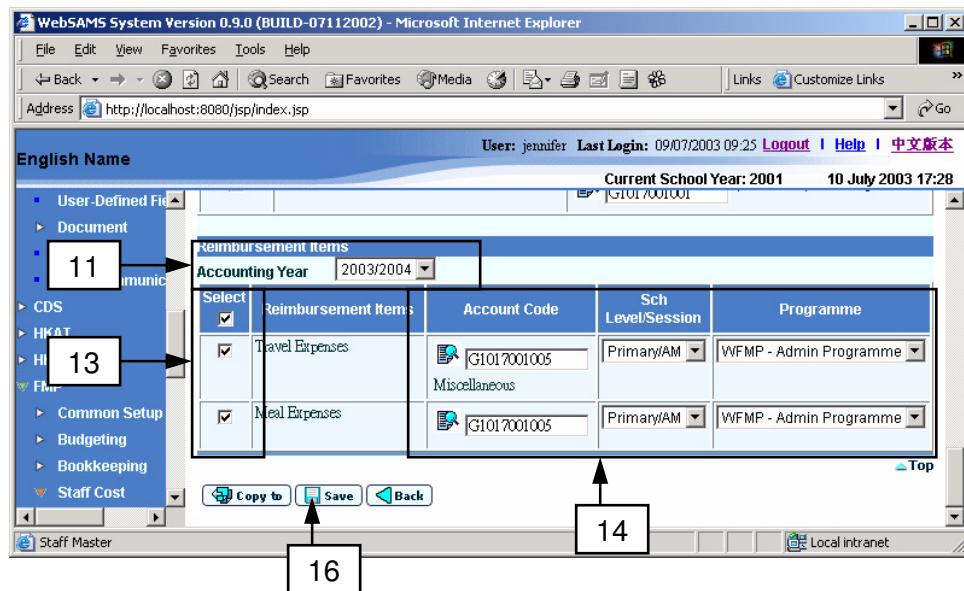
12. By default, the system shows all active status reimbursement items as defined in Payroll Setup (refer to *2.2.1 Payroll Setup*) for users to select.

13. Users may select appropriate reimbursement items. By default, no item is pre-selected.

14. Fill in **Account Code**, **School Level/Session** and **Programme** for each selected reimbursement item.

15. Only selected reimbursement items will be available for staff payroll preparation (refer to *2.3.1 Prepare Payroll - Maintain Reimbursement Item for Individual Staff*).

16. Click **[Save]** button to save both Staff Payroll Item Account Codes and Staff Reimbursement Item Setting.

Copy Staff Payroll Setting

17. Users can copy staff payroll item account code setting to other staff by clicking the **[Copy To]** button. For details, please refer to *2.2.9 Copy Staff Payroll Setting*.
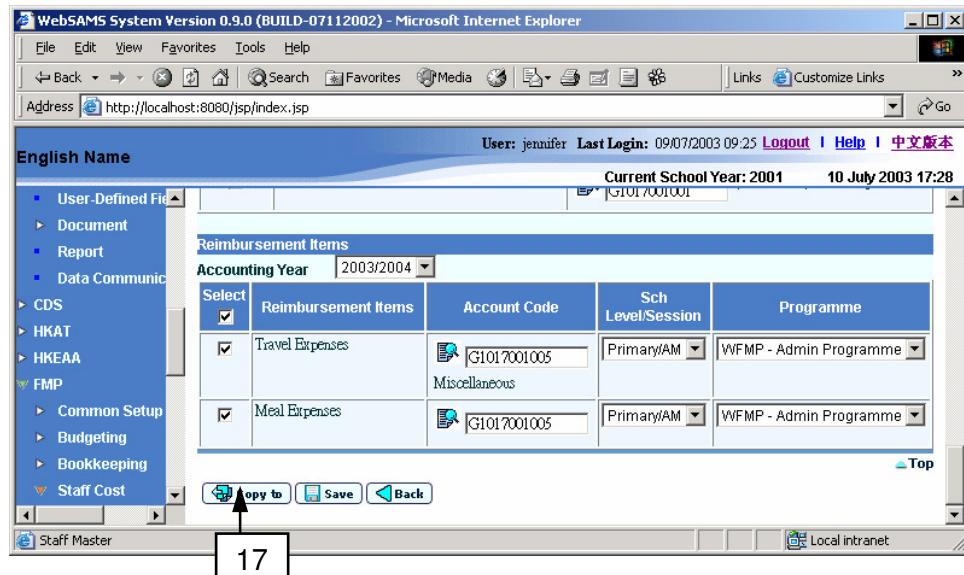
   📖 Post-effects

     1. The system will adopt the updated setting in new payroll prepared subsequently.

   📖 Notes

     1. If payroll entry of the selected employment is under preparation, the system will abort updating payroll item account codes of the selected employment.

     2. If the reimbursement item is used in Payroll in the selected accounting year, the system will abort updating the reimbursement item setting of the staff in the selected accounting year.

     3. Each staff type has its own set of payroll items and account codes defined under Payroll Setup (refer to *2.1.2 Payroll Setup – Maintain Payroll Item*). Users can change the accounts code of the payroll item for individual staff.

     4. Reimbursement item is not subject to any provident fund contribution and will not be considered as relevant income in tax return.

2.2.7 Maintain Staff Payroll Item Amount and Maintain Staff Payment Setting

  Function Description

   "Maintain Staff Payroll Item Amount" allows users to view / update the amount of payroll items for each employment of the staff; while "Maintain Staff Payment Setting" function allows users to specify the payment setting of the staff.

  Pre-requisites

   1. To maintain Staff Payroll Item Amount setting, employment should be created beforehand.

   2. Staff must have subscribed autopay service to a bank if they would like to directly receive their salary payment through bank autopay.

   3. To update Staff Payroll Item **Amount**, relevant payroll for the employment must not be under preparation.

   4. To update **Capture for Payroll** indicator and **Payment Method** in Staff Payment Setting, relevant payroll must not be under preparation.

  User Procedures

   1. Click **[FMP]→[Staff Cost]→[Staff Master]** from left menu.

   2. Search for staff as described in *2.2.1 Maintain Staff Master*.

   3. Click the **[Staff Code]** hyperlink of the corresponding staff.

   4. The system will redirect to **Maintain Personal Information** page.

5. Click **[Payroll Amount]** tab.

6. The system will redirect to **Payroll Amount** page.

7. Fill in the follow information of staff payment setting:

   - **Payment Method** ("Autopay", "Cheque – With Printing" and "Cheque – Without Printing").

   - **Bank Account Number** (If users select payment method "Autopay", **Bank Account Number** must be filled)

   - **Bank Account Holder Name / Payee's Name (Eng)**.

- **Capture for Payroll** indicator. Only staff selected with **Capture for Payroll** will be available for selection when preparing payroll entries.

8. In order to update the payroll item amount setting, users should select an appropriate Employment Period. By default, the active employment period is selected. Only those payroll items selected in **Staff Payroll Item Account Code** page (refer to *2.2.6 Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting*) will be displayed.

9. Update the **Amount** of each payroll item.

10. Click **[Save]** button.

11. Users can copy staff payroll item amount setting to other staff by clicking **[Copy To]** button. For details, please refer to *2.2.9 Copy Staff Payroll Setting*.

Post-effects

1. The system will adopt the updated payroll item amount setting and payment method in new payroll prepared subsequently. Payroll previously prepared will not be affected.

2. Updated **Payee's Name (Eng)** will be captured as payee name in new payroll voucher to be created subsequently if the payment method "Cheque – With Printing" or "Cheque – Without Printing" is selected.

3. Updated **Bank Account Number** and **Bank Account Holder Name (Eng)** will be captured in the new autopay file to be generated subsequently if the payment method "Autopay" is selected.

4. Payroll amount defined in this function will be used as the default amount when preparing payroll.

Notes

1. If payroll entry in the selected employment is under preparation, the system will abort updating payroll items of the selected employment.

2. If payroll entry is under preparation, only the **Bank Account Number** and **Bank Account Holder Name / Payee's Name (Eng)** can be updated. The **Payment Method** is not allowed to be updated.

3. For newly created staff record, the system will initially set his/her English Name (concatenated with Surname and Other Name) as **Bank Account Holder Name / Payee's Name (Eng)** and set payroll as NOT required to be captured for this staff.

2.2.8 Maintain Staff Cost Allocation

📖 Function Description

In order to get a more accurate picture of the total resources (especially staff resources) being committed to each programme, it is necessary to apportion the salary paid to a staff with reference to the total time spent by this staff on that programme.

"Maintain Staff Cost Allocation" function allows users to view / update how the school allocates staff payroll expenditure in a particular accounting year to different programmes.

📖 Pre-requisites

1. Programme must have been created for the appropriate accounting year (refer to *Maintain Programme under Common Setup Module*).

2. Relevant payroll for the accounting year must not be under preparation.

🖰 User Procedures

1. Click **[FMP]→[Staff Cost]→[Staff Master]** from left menu.

2. Search for staff as described in *2.2.1 Maintain Staff Master*.

3. Click the **[Staff Code]** hyperlink of the corresponding staff.

4. The system will redirect to **Maintain Personal Information** page.

5. Click **[Cost Allocation]** tab.

6. The system will redirect to **Cost Allocation** page.

7. Select an appropriate **Accounting Year**. The cost allocation records of the selected accounting year will be displayed.

8. Select an appropriate **School Level/Session** and **Programme** and assign **Allocation Percentage** to each individual line of cost allocation.

9. Click the **[Add]** button to add a new row if the existing rows are not enough to define the cost allocation.

10. Click the **[Save]** button.

11. Users can copy cost allocation setting to other staff by clicking **[Copy To]** button. For details, please refer to *2.2.9 Copy Staff Payroll Setting*.

📖   Post-effects

1. Cost allocation records are saved accordingly.

2. The system will adopt the updated setting in new payroll to be prepared subsequently.

📖   Notes

1. If payroll entry in the selected accounting year is under preparation, the system will abort updating the cost allocation setting of the staff in the selected accounting year.

2. Cost allocation setting is tied to accounting years. In other words, the setting can be different for each of the accounting years. When a new accounting year is created, a default setting will be assigned as follows: School Level/ Session same as the current employment of the staff; and "WFMP - Administrative programme" will be set as programme code with 100% allocation percentage.

3. The allocation percentage must be added up to a total of 100%. Duplicated entry with the same school level/session and programme code is not allowed.

2.2.9 Copy Staff Payroll Setting

📖 Function Description

Users can copy payroll item account code, payroll item amount and cost allocation setting from a selected staff to one or more staff.

For cost allocation, users can copy the setting of a staff from any previous or current accounting year to other staff (including the staff himself) in any current or future accounting year.

There are four pages to copy staff payroll setting: from (i) staff search result page (refer to *2.2.1 Maintain Staff Master*), (ii) Maintain Staff Payroll Item Account Codes page (refer to *2.2.6 Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting*), (iii) Maintain Staff Payroll Item Amount page (refer to *2.2.7 Maintain Staff Payroll Item Amount and Staff Payment Setting*) and (iv) Maintain Staff Cost Allocation page (refer to 2.2.8 *Maintain Staff Cost Allocation*).

📖 Pre-requisites

1. Staff payroll account code setting, payroll amount setting and cost allocation setting of the staff to be copied from have been set up beforehand.

2. Payroll entry in any one of the staff to be copied to must not be under preparation.

🖱 User Procedures

1. Click **[FMP]→[Staff Cost]→[Staff Master]** from left menu.

2. Search for staff as described in *2.2.1 Maintain Staff Master*.

3. If users use the copy function in staff search result page, select a staff to be copied from and then click the **[Copy To]** button.

Staff Search Result Page
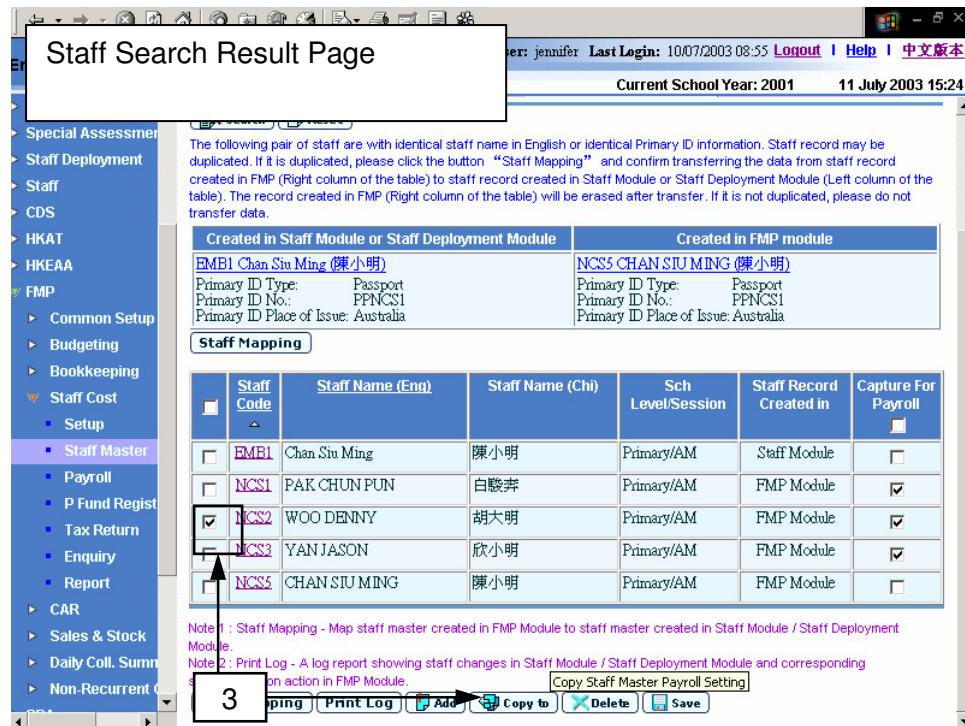
4. If users use the copy function in the other three pages: "Maintain Staff Payroll Item Account Codes" page, "Maintain Staff Payroll Item Amount" page and "Maintain Staff Cost Allocation" page, then click the **[Copy To]** button in the respective page of the selected staff.

Maintain Staff Payroll Item Account Codes page

Maintain Staff Payroll Item Amount page

Maintain Staff Cost Allocation page

5. The system will redirect to the **Copy Staff Payroll Setting** page.

6. Select items to be copied: **Payroll Account Code Setting**, **Payroll Amount Setting** and/or **Cost Allocation Setting**.

7. If **Cost Allocation Setting** is selected to be copied, select an appropriate accounting year (top) to be copied from and the accounting year (bottom) to be copied to.

8. Select the **Staff Type**. All the corresponding staff will be displayed.

9. Select staff to be copied to. Users can select one or more staff at the same time.

10. Click the **[Confirm]** button.

📖 Post-effects

1. The selected setting(s) will be copied to the selected staff and; the previous setting(s) of the selected staff will be overwritten.

📖 Notes

1. If payroll entry of any one of the staff to be copied to is under preparation, the system will abort copying setting to the selected staff.

2. Only payroll items defined for the latest active employment can be copied to other staff.

3. To carry forward cost allocation setting to the next accounting year, users may make use of the Copy Staff Payroll Setting.

2.2.10   Staff Mapping

&   Function Description

Users can transfer records of staff created in Staff Cost Module to the corresponding record of the same staff in Staff / Staff Deployment Module. For each of the staff transmitted from Staff / Staff Deployment Module, the system will check whether it matches with any temporary staff created in Staff Cost Module the same staff name in English (concatenated with Surname and Other Name in English) or the same Primary ID (Primary ID Type, Primary ID No. and Primary ID Place of Issue). The system will base on the described matching rules and show all the potential pairs of staff which match with the same identity.

There are four pages in Staff Cost Module where users can perform the Staff Mapping function:

- Maintain Staff Master (refer to *2.2.1 Maintain Staff Master*);

- Capture Staff for Payroll (refer to *2.3.1 Prepare Payroll – Capture Staff for Payroll*);

- Provident Fund Register (refer to *2.4.1 Maintain Provident Fund Register*) and;

- Tax Return (refer to *2.5.1 Maintain and Generate Tax Return*).

&   Pre-requisites

1. Staff record must have been created in Staff / Staff Deployment Module and must have been transmitted to Staff Cost Module already.

2. Identical staff master record with the same Staff name in English (concatenated with Surname and Other Name in English) or the same Primary ID of staff (Primary ID Type, Primary ID No. and Primary ID Place of Issue) must have been created in Staff Cost Module.

⍟   User Procedures

1. Click the **[Staff Mapping]** button in one of the following pages:
    - Maintain Staff Master (refer to *2.2.1 Maintain Staff Master*);

    - Capture Staff for Payroll (refer to *2.3.1 Prepare Payroll – Capture Staff for Payroll*);

    - Search Provident Fund Register (refer to *2.4.1 Maintain Provident Fund Register*) and;

    - Generate Tax Return (refer to *2.5.1 Maintain and Generate Tax Return*).

2. The system will redirect to the **Staff Mapping** page.
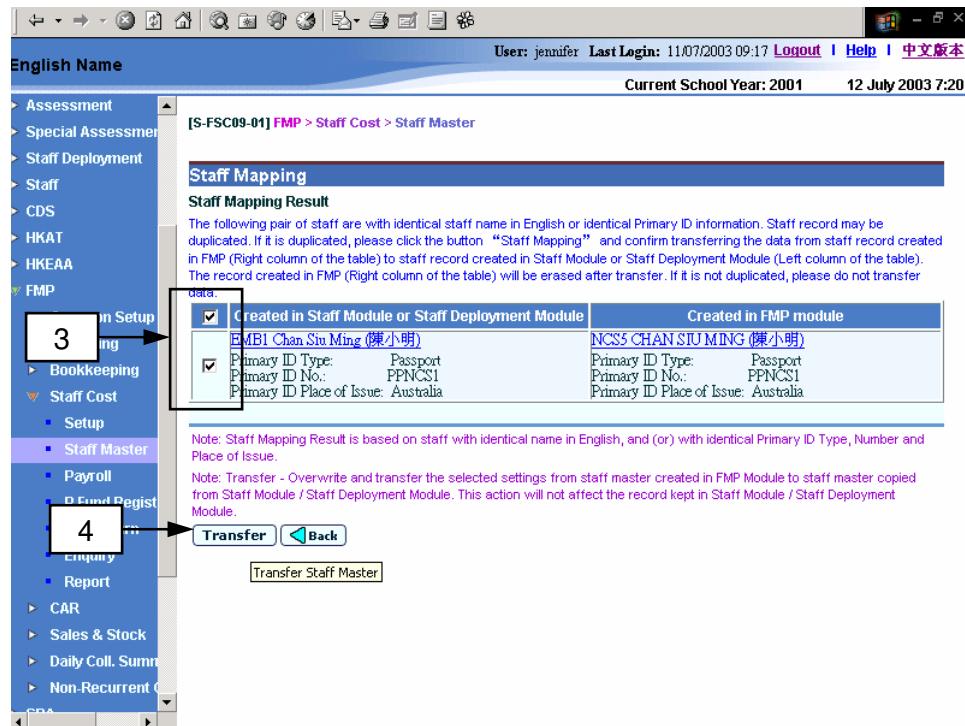
3. Select the checkbox next to the matched pair. Users can selected one or more pairs at the same time.

4. Click the **[Transfer]** button.

    📖   Post-effects

1. All records (including Staff Personal Information, Staff Employment setting, Staff Provident Fund setting, Staff Payroll Item Account Codes, Staff Payroll Item Amounts, Staff Payment setting, Staff Reimbursement setting, Staff Cost Allocation setting, Staff Payroll Entries, Staff Provident Fund Register records and Staff Tax Return Records) will be transferred from the staff record created in Staff Cost Module to the staff record transmitted from Staff / Staff Deployment Module. Staff records from Staff / Staff Deployment Module will be overwritten. Lastly, the identical staff created in Staff Cost Module will be deleted automatically.

    📖   Notes

1. If payroll is under preparation for the selected staff created in Staff / Staff Deployment Module, the system will abort the transfer action.

2. The transfer action in the Staff Mapping function will not affect the original personal and employment information of the staff in Staff / Staff Deployment Module.

2.2.11   Staff Synchronization

    Function Description

"Staff Synchronization" function allows users to synchronize on adhoc basis the personal data of individual staff maintained in Staff / Staff Deployment Module with the record maintained in Staff Cost Module. This function is only available to staff records transmitted from Staff / Staff Deployment Module.

There are two pages through which users can perform Staff Synchronization: from either Staff Master or Tax Return.

    Pre-requisites

1. The corresponding staff record must exist in Staff / Staff Deployment Module and have been transmitted to Staff Cost Module.

    User Procedures

1. Users can perform staff synchronization in Staff Master. Click **[FMP]→[Staff Cost]→[Staff Master]** from left menu.

2. Search for staff as described in *2.2.1 Maintain Staff Master*.

3. Click the **[Staff Code]** hyperlink of the corresponding staff.

4. The system will redirect to **Maintain Personal Information** page.

5. There is another page where users can perform staff synchronization. Click **[FMP]→[Staff Cost]→[Tax Return]** from the left menu.

6. Select the **Taxation Year** as described in *2.5.1 Maintain and Generate Tax Return*.

7. Click the **[Staff Code]** hyperlink of the corresponding staff.

8. The system will redirect to the **Staff Basic Information** page.

9. Click the **[Synchronize from Staff Module]** button from either page. The system will redirect to the **Staff Synchronization** page.

10. On the screen, the system will list out the differences of staff personal information, spouse particulars and the current employment between the staff records in Staff / Staff Deployment Module and those in Staff Cost Module.
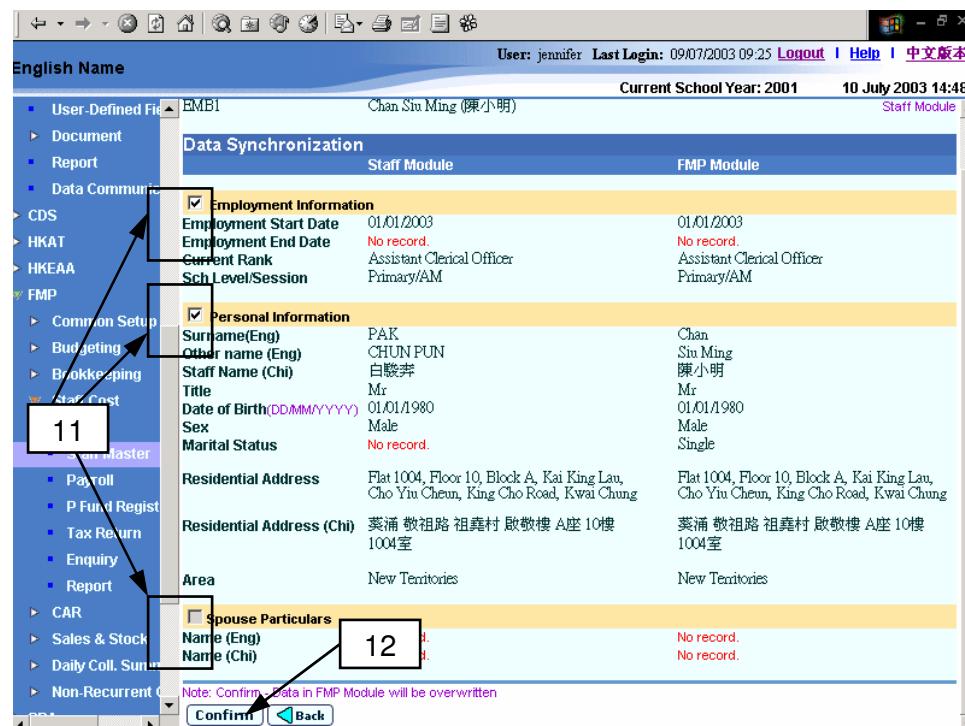
11. Users can choose to synchronize (i) the current employment information; (ii) personal information; and / or (iii) spouse particulars from Staff / Staff Deployment Module of the selected staff by clicking the checkboxes.

12. Click the **[Confirm]** button.

    📖   Post-effects

1. Updated staff master information will be kept in Staff Cost Module only; and it will not be copied back to Staff / Staff Deployment Module.

    📖   Notes

1. If users have updated the employment period in Staff Cost Module which is unmatched and overlapped with the employment period in Staff / Staff Deployment Module, synchronization for employment information and other information (Personal Information and Spouse particulars) will not be able to perform and an error message will be prompted.

   - For example, users have created an open-end employment (*01/09/2003 – current)* in Staff Module. This employment information has been transmitted to Staff Cost Module. For payroll purpose, users have updated the employment to (*01/09/2003 – 31/12/2003)* and then created another new employment (*01/01/2004 – 31/08/2004*) for the staff record maintained in Staff Cost Module. The employment period now in Staff Cost Module overlaps with the employment period in Staff / Staff

Deployment Module. Therefore, the system will abort the synchronization action when users click **[Confirm]** button and prompt an error message as below.
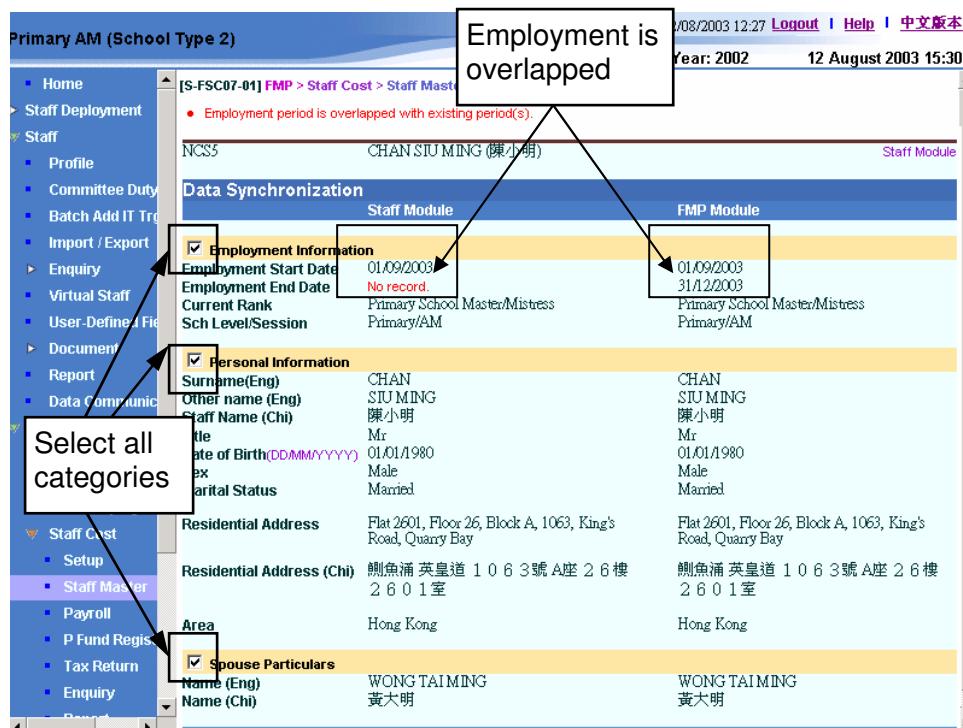
Users can update the Personal Information and Spouse Particulars separately by clicking the checkboxes of Personal Information and Spouse Particulars only.
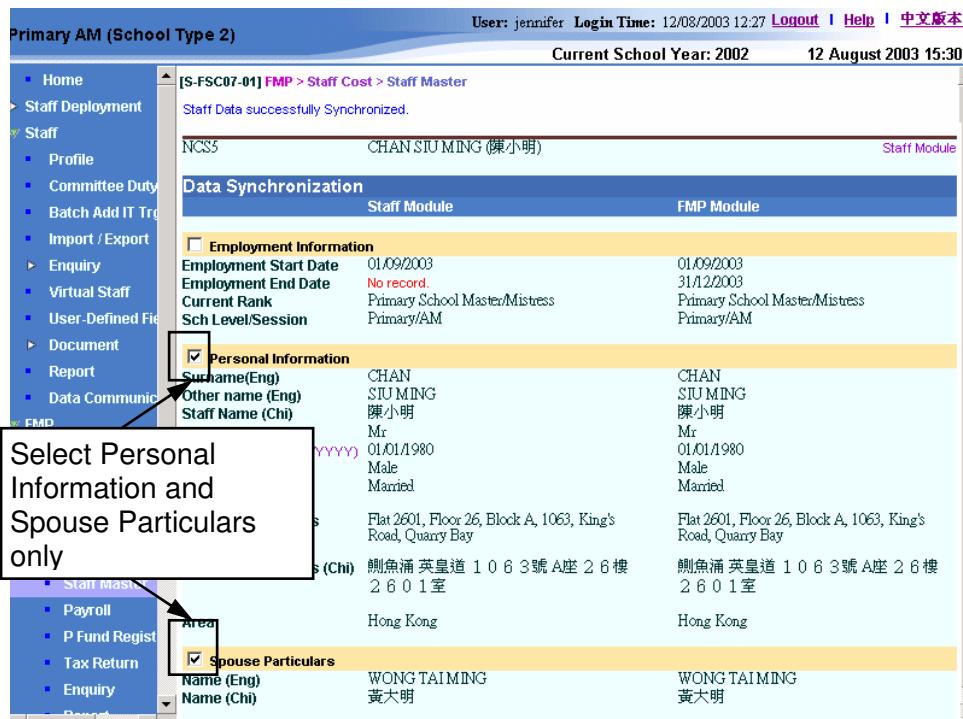
2. If any payroll entry is under preparation under the employment period, the system will abort the synchronization action. If users have created payroll entry with payroll period falling outside the employment period, the system will also abort the synchronization action.

3. Only the current employment period will be listed in the data synchronization table. For all the previous completed employment contracts, users should refer to the staff master record.

4. Residential Address (both Chinese and English) in Staff Cost Module is composite of two lines of text. Each line is able to record a maximum of 90 bytes of text. Please note that each Chinese word is a two-bytes character. In Staff / Staff Deployment Module, Residential Address is composite of "Flat", "Floor", "Block", "Building", "Village Estate", "Number and Street" and "District". If the residential address in Staff Cost Module occupies both two lines, only the first line of Residential Address in Staff Cost Module will be captured when users generate tax return materials (refer to 2.5.1 *Maintain and Generate Tax Return*).

5. During synchronization, the field Marital Status which is an optional field in Staff / Staff Deployment Module will appear as "Single" if the users do not specify the marital status in Staff / Staff Deployment Module.

6. During synchronization, the field Current Rank will be set to "Not Applicable" for supply teachers transmitted from Staff Deployment Module.

2.2.12   Print Log

📖   Function Description

Users can generate the "Interface Log File (Transaction from Staff / Staff Deployment Module) (R-FSC015-E)" report for the transaction history of the data captured from Staff / Staff Deployment Module. There are four pages to generate the "Interface Log File (Transaction from Staff / Staff Deployment Module) (R-FSC015-E)" report: from (i) Staff Master, (ii) Payroll, (iii) Provident Fund Register and (iv) Tax Return.

📖   Pre-requisites

1. Adobe Acrobat Reader is required to be installed onto users' computer in order to view reports.

🖰   User Procedures

1. To generate "Interface Log File (Transaction from Staff / Staff Deployment Module) (R-FSC015-E)" report from Staff Master, click **[FMP]→[Staff Cost]→[Staff Master]** from left menu and then search staff as described in *2.2.1 Maintain Staff Master*. Go to Step 5.

2. To generate "Interface Log File (Transaction from Staff / Staff Deployment Module) (R-FSC015-E)" report from Payroll, click **[FMP]→ [Staff Cost]→[Payroll]** from the left menu and then click the **[Add Staff]** button. Go to Step 5.

3. To generate "Interface Log File (Transaction from Staff / Staff Deployment Module) (R-FSC015-E)" report from Provident Fund Register, click **[FMP]→[Staff Cost]→[P Fund Register]** from left menu. Go to Step 5.

4. To generate "Interface Log File (Transaction from Staff / Staff Deployment Module) (R-FSC015-E)" report, click **[FMP]→[Staff Cost]→[Tax Return]** from left menu. Go to Step 5.

5. Click the **[Print Log]** button on any of the above pages.

6. The system will redirect to the **Report Generation Page** of "Interface Log File (Transaction from Staff / Staff Deployment Module) (R-FSC015-E)" report.

7. Fill in the date range of the transactions transmitted from Staff / Staff Deployment Module.

8. Click **[Preview & Print]** button to generate the report or **[To File]** button to store the report in Report Management – Repository. For details about printing the report, please refer to *2.7.1 Generate Report*.

📖   Post-effects

1. If **[Preview & Print]** button is clicked, the "Interface Log File (Transaction from Staff / Staff Deployment Module) (R-FSC015-E)" report will be generated for users to preview in a pop-up window.

2. If **[To File]** button is clicked, the "Interface Log File (Transaction from Staff / Staff Deployment Module) (R-FSC015-E)" report will be generated and stored in Report Management – Repository.

📖   Notes

1. The same report can be retrieved in Report (refer to *2.7.3 FSC 2: Payroll -* Interface Log File (Transaction from Staff / Staff Deployment Module) (R-FSC015-E) with four formats (PDF, WORD, RICHTEXT and EXCEL) available for selection.

2. Below is a sample of "Interface Log File (Transaction from Staff / Staff Deployment Module) (R-FSC015-E)" report.

In the report, users are able to browse through a list of transaction history of data transmitted from Staff / Staff Deployment Module to Staff Cost Module.

-   Column A indicates the date and time when the transactions were received.

-   Columns group B indicates the identity of the staff, including the Staff Code, Staff Name and Primary ID information.

-   Column C indicates the nature of the transactions that have been carried out and transmitted from Staff / Staff Deployment Module, such as "Add a staff record in Staff Module", "Delete a staff record in Staff Deployment

Module", "Add staff appointment in Staff Module", "Update staff rank in Staff Module", etc.

- Column D indicates the result of the transactions in Staff Cost Module. For example, if the staff record is successfully created in Staff Cost Module, "Record created in FMP successfully" will be shown. If users have updated the employment period in Staff Cost Module that is unmatched and overlapped with the newly created employment period in Staff / Staff Deployment Module, the message "Record cannot be created. Employment is overlapped" will be shown.

2.3 Payroll

Payroll function allows users to (i) capture staff for payroll; (ii) edit / delete unposted payroll entries; (iii) create payroll voucher with three different payment methods: "Autopay", "Cheque – With Printing" and "Cheque – Without Printing"; (iv) create provident fund voucher for three types of provident fund schemes: Grant / Subsidized Schools Provident Fund Scheme – Journal Voucher, ORSO Schemes – Payment Voucher and Mandatory Provident Fund Scheme – Payment Voucher; (v) generate autopay file for staff payroll payment; (vi) print cheque for staff payroll payment and provident fund contribution payment to trustee; and (vii) post voucher to General Ledger in Bookkeeping Module. It also provides functions to (viii) enquire payroll expenditure and (ix) open / close payroll month.

The payroll workflow is as follows:

Open Payroll Month (2.3.6)	→	Capture Staff for Payroll (2.3.1) - Select staff entitled for payroll in the month.	→	Maintain Staff Payroll (2.3.1) - Edit payroll amount, provident fund contribution amount, etc.

Validate Payroll Entries (2.3.2) - Check reports R-FSC016A-E, R-FSC016B-E and R-FSC016C-E.	→	Generate Payroll Voucher (2.3.2)	→	Validate Payroll Voucher (2.3.2) - Check report R-FSC001-E.

Freeze Payroll Voucher (2.3.2)	→	Generate Provident Fund Voucher (2.3.3)	→	Validate Provident Fund Voucher (2.3.3) - Check report R-FSC001-E.

Print Payroll Voucher (2.3.2) and Provident Fund Voucher (2.3.3) for Approval	→	Generate Autopay File (2.3.2)
	→	Print / Issue Cheque - Payroll (2.3.2) - Provident Fund Contribution (2.3.3)

Post Payroll Voucher and Provident Fund Voucher (2.3.4)	→	Close Payroll Month (2.3.6)

2.3.1 Prepare Payroll

Capture Staff for Payroll

  Function Description

"Capture Staff for Payroll" function allows users to add new staff payroll entries to the selected "opened" payroll month (refer to *2.3.6 Maintain Payroll Month*). Payroll can only be captured once per staff of each employment in a payroll month.

  Pre-requisites

1. The relevant Accounting Year has been created and the relevant Accounting Month has been set to "Opened" in Common Setup Module.

2. Payroll Month is set to "Opened" (refer to *2.3.6 Maintain Payroll Month*) in Staff Cost Module. If there is no opened payroll month, the system will provide a link for users to go to Maintain Payroll Month page to open a relevant payroll month as shown in the screen below.

3. All the staff records required for payroll payment must exist.

4. Staff must be employed within the selected payroll month but their payrolls have not yet been captured in the selected payroll month.

5. Payroll item account, payroll item amount, reimbursement item and cost allocation should have been set in Staff Master (refer to 2.2.5 *Maintain Staff Provident Fund Setting*; *2.2.6 Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting*; *2.2.7 Maintain Staff Payroll Item Amount and Maintain Staff Payment Setting and 2.2.8 Maintain Staff Cost Allocation*).

6. Users should set the staff record in Staff Master as "Capture for Payroll" (refer to *2.2.1 Maintain Staff Master* and *2.2.7 Maintain Staff Payroll Item Amount and Maintain Staff Payment Setting*).

🖰 User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Payroll]** on the left menu.
2. Click the **[Prepare Payroll]** tab.
3. Select an appropriate **Payroll Month**.
4. Click the **[Add Staff]** button.

5. The system will redirect to **Add Staff for Payroll** screen for users to add new staff payroll entries.

6. Before **Add Staff for Payroll** screen is launched, the system will capture the created, amended or deleted staff information from Staff / Staff Deployment Module. All the transactions from Staff / Staff Deployment Module will be validated and updated to Staff Cost Module accordingly. All actions will be logged. Users can print the "Interface Log File (Transaction from Staff / Staff Deployment Module) (R-FSC015-E)" report on the data captured as described in *2.2.12 Print Log*.
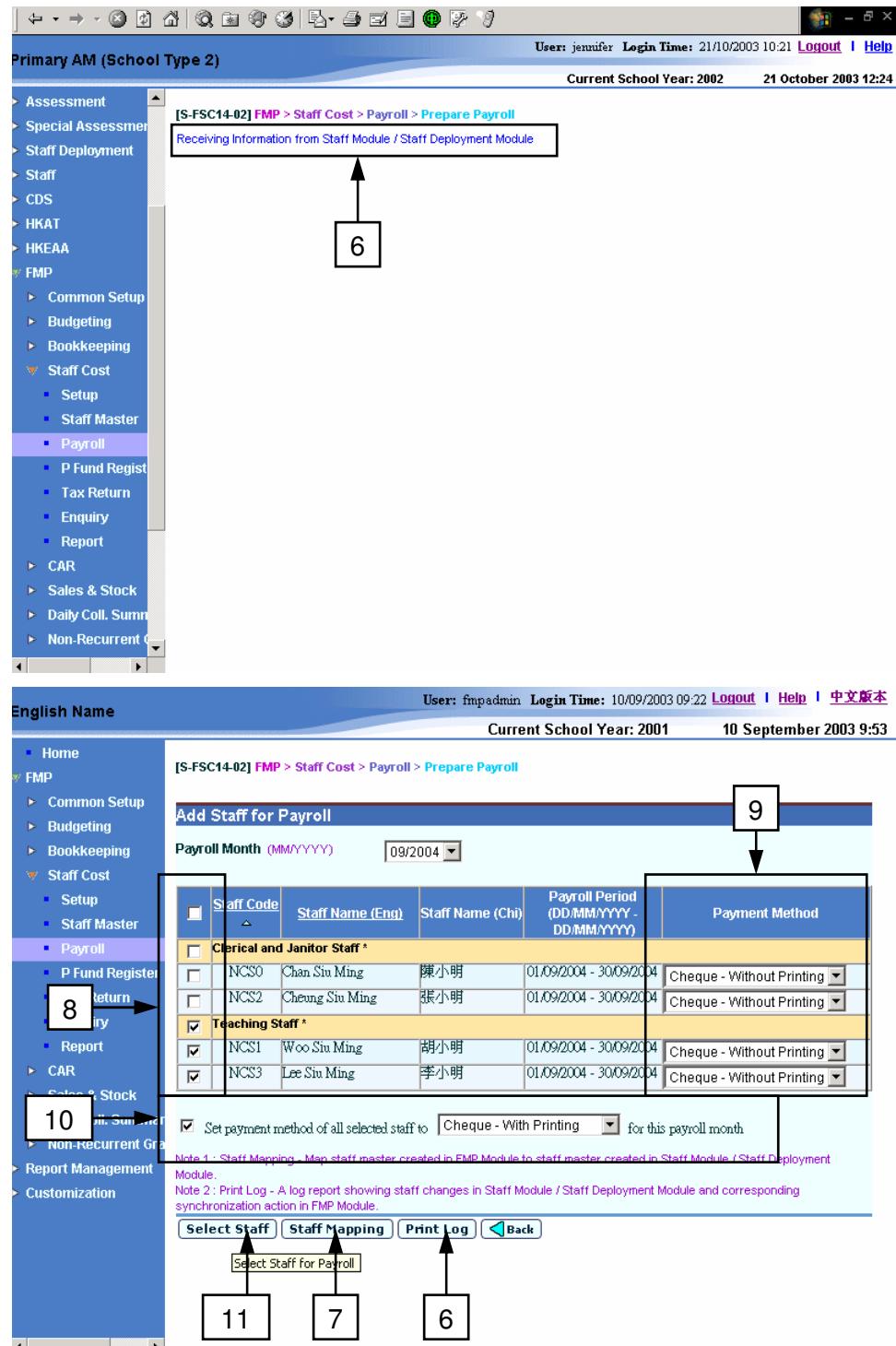
7. It is recommended that users should perform Staff Mapping as described in *2.2.10 Staff Mapping* to ensure no staff is duplicated for payroll.

8. Select staff to be captured for payroll. Users can select one or more staff to be captured for payroll. Only staff have not been captured for payroll in the selected payroll month will be available.

9. By default, the system will select the payment method of individual staff specified in *2.2.7 Maintain Staff Payroll Item Amount and Maintain Staff Payment Setting* for the selected payroll month. Users may change the

payment method of the staff. This action will not affect the original setting in Staff Master.

10. Users may select the same payment method for all of the selected staff in the selected payroll month. Click the checkbox as indicated on the screen and select a payment method. This action will not affect the original setting in Staff Master (refer to *2.2.7 Maintain Staff Payroll Item Amount and Maintain Staff Payment Setting)*.

11. Click the **[Select Staff]** button to confirm capturing the payroll.

📖 Post-effects

1. The system will capture payrolls of the selected staff accordingly.

2. Upon successfully capturing payrolls for all of the selected staff, the system will redirect to **Prepare Payroll – Staff List** screen (as shown below) showing all the captured payrolls where the payroll vouchers have not yet been generated.

📖 Notes

1. Changes in payment methods in this screen will not update the original setting in Staff Master (refer to *2.2.7 Maintain Staff Payroll Item Amount and Maintain Staff Payment Setting*.

2. Staff with more than one employment contract in the same payroll month will be displayed in separate lines for selection.

3. Captured payroll is based on the employment period, payroll items setting, provident fund setting and cost allocation setting specified in Staff Master.

4. Provident fund contribution will be calculated according to the payroll items amount in staff payroll item setting, rounding method and decimal place setting in Setup.

a. For Grant / Subsidized schools Provident Fund Scheme and ORSO Fund Scheme, provident fund contribution will be calculated according to the pre-defined fund rate and the effective date of fund stage of the staff set in Staff Master.

b. For MPF scheme, calculation will be based on the relevant effective date of MPF Scheme ordinance defined in Setup.

Delete Staff from Payroll

📖   Function Description

"Delete Staff From Payroll" function allows users to remove staff payroll entries from the system. Deleted staff payroll entries can be re-captured (refer to *2.3.1 Prepare Payroll - Capture Staff for Payroll*) later as long as payroll entries for the staff have not yet been made for the selected payroll month.

📖   Pre-requisites

1. Payroll entries must have been captured in "Capture Staff for Payroll" function and the corresponding payroll vouchers have not yet been generated.

🎦   User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Payroll]** on the left menu.
2. Click the **[Prepare Payroll]** tab.
3. Select an appropriate **Payroll Month**.
4. Select the staff payroll record to be removed from the system. Users can select one ore more payroll records to be removed.

5. Click the **[Delete Staff]** button to remove the staff payroll record(s) from the system.

📖 Post-effects

 1. Upon successfully deleting staff payroll of the selected payroll month, the system will remove the payroll records of the selected staff accordingly. The corresponding staff payroll entries will be removed from **Prepare Payroll – Staff List** screen.

📖 Notes

 1. Deleted payroll records can be captured again to prepare payroll for the same month. All the payroll amount and provident fund contribution will then be captured and calculated again.

<u>Maintain Payroll Item in Batch</u>

    Function Description

"Maintain Payroll Item in Batch" function allows users to view or update the account code and amount of a selected payroll item for all the staff payroll captured in the selected month. Users are also allowed to copy the account and amount and update the Staff Master default setting.

    Pre-requisites

1. Payroll entries must have been captured in "Capture Staff for Payroll" function and the corresponding payroll vouchers have not yet been generated.

    User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Payroll]** on the left menu.
2. Click the **[Prepare Payroll]** tab.
3. Select an appropriate **Payroll Month**.
4. Click the **[Payroll Items]** hyperlink.
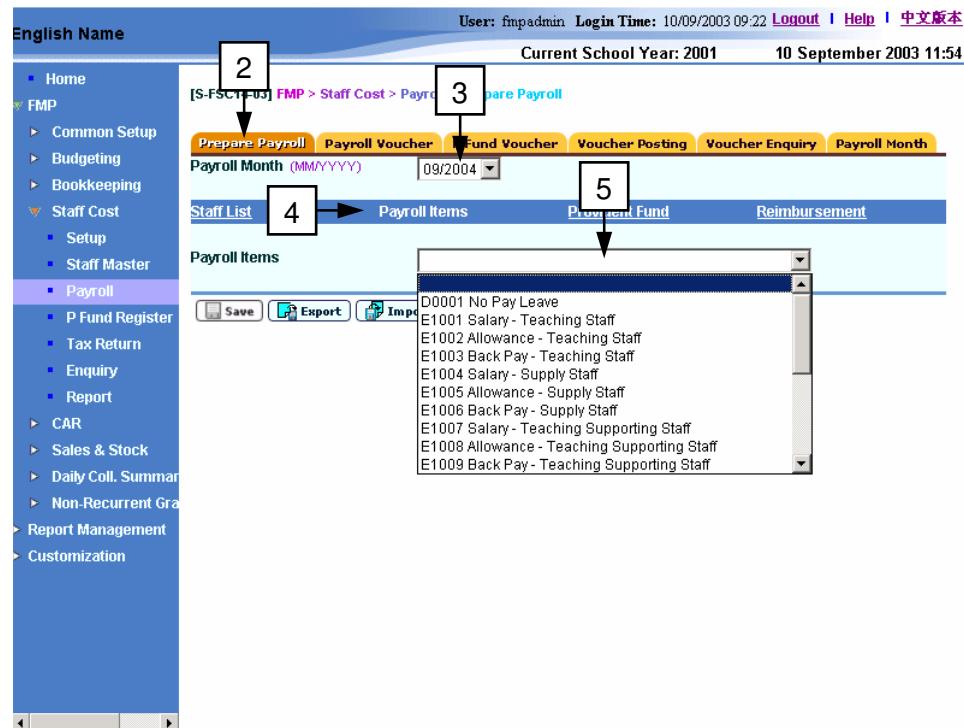
5. Select a **Payroll Item**. All the staff payroll with the selected payroll item will be displayed.

6. Revise the amount and expenditure account code of staff payroll for the selected payroll month, if necessary. Users can enter an account code directly or click the ![icon] (Select Account Code icon) next to Account Code textbox to search and copy the account code from the pop-up screen.
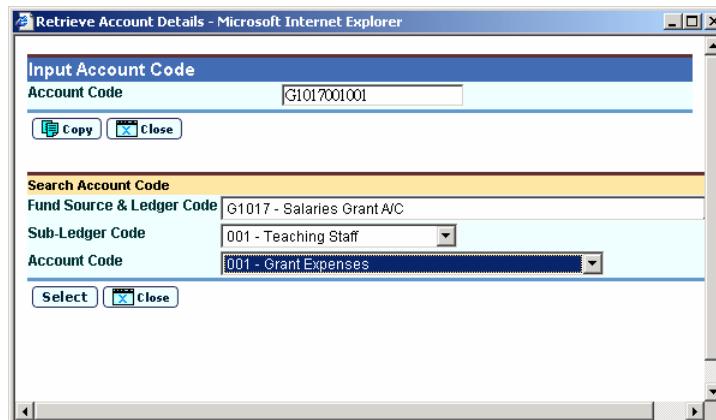
Click **[Copy]** or **[Select]** button to copy the code back to **Maintain Payroll Item in Batch** page.

7. Users can choose to update Staff Master default setting with the input revised amount and / or account code by selecting the checkbox **[Update payroll item amount to Staff Master]** and / or **[Update payroll item account code to Staff Master]**. By default, both checkboxes are un-selected.

8. Click the **[Save]** button to save the changes to the system.

    📖   Post-effects

1. The system will save the records accordingly.

2. The system will re-calculate the net payment and provident fund contribution if the payroll item is subject to provident fund contribution.

3. The system will copy the staff payroll item amount and / or account code back to Staff Master default setting accordingly if users have selected the option (refer to *Step 7* in *User Procedures*).

📖   Notes

1. If the revised amount of provident fund contribution of the payroll has been changed by users before (refer to *2.3.1 Prepare Payroll: Maintain Provident Fund Contribution in Batch, Export Provident Fund Contribution and Import Provident Fund Contribution and Maintain Payment and Provident Fund Contribution for Individual Staff*), the system will only re-calculate the original amount of provident fund contributions. The revised contribution amount will remain as the amount changed by users even if there is any subsequent update on the amount of payroll item which is subject to provident fund contribution under this payroll.

Export All Payroll Items and Import All Payroll Items

📖   Function Description

"Export All Payroll Items and Import All Payroll Items" function allows users to export all payroll items of the staff for the selected payroll month to a CSV format file. Users can then open and edit the file in Microsoft Excel or equivalent program, and import the file back to system. The system will read the imported file and update payroll item amount and account code accordingly. This function facilitates users to update payroll amount and account code of all the payroll items in bulk. If users intend to Export and Import both Payroll Item and Provident Fund Contribution (refer to *2.3.1 Prepare Payroll: Export Provident Fund Contribution and Import Provident Fund Contribution*), the latter must be carried out after the Payroll Items file is successfully imported.

📖   Pre-requisites

1. Payroll entries must have been captured in "Capture Staff for Payroll" function and the corresponding payroll vouchers have not yet been generated.
2. Microsoft Excel or equivalent software tools must be installed into users' computer.

🎦   User Procedures

Export All Payroll Items

1. Click **[FMP]** → **[Staff Cost]** → **[Payroll]** on the left menu.
2. Click the **[Prepare Payroll]** tab.
3. Select an appropriate **Payroll Month**.
4. Click the **[Payroll Items]** hyperlink.
5. Click the **[Export]** button.
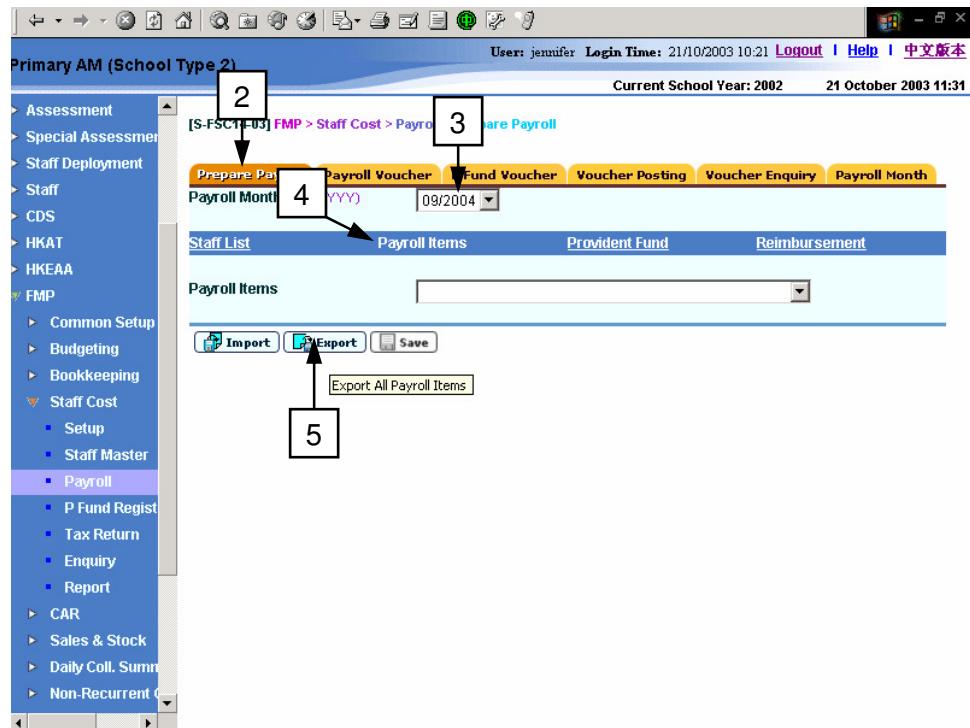
6. The system will prompt the users to save the CSV file.
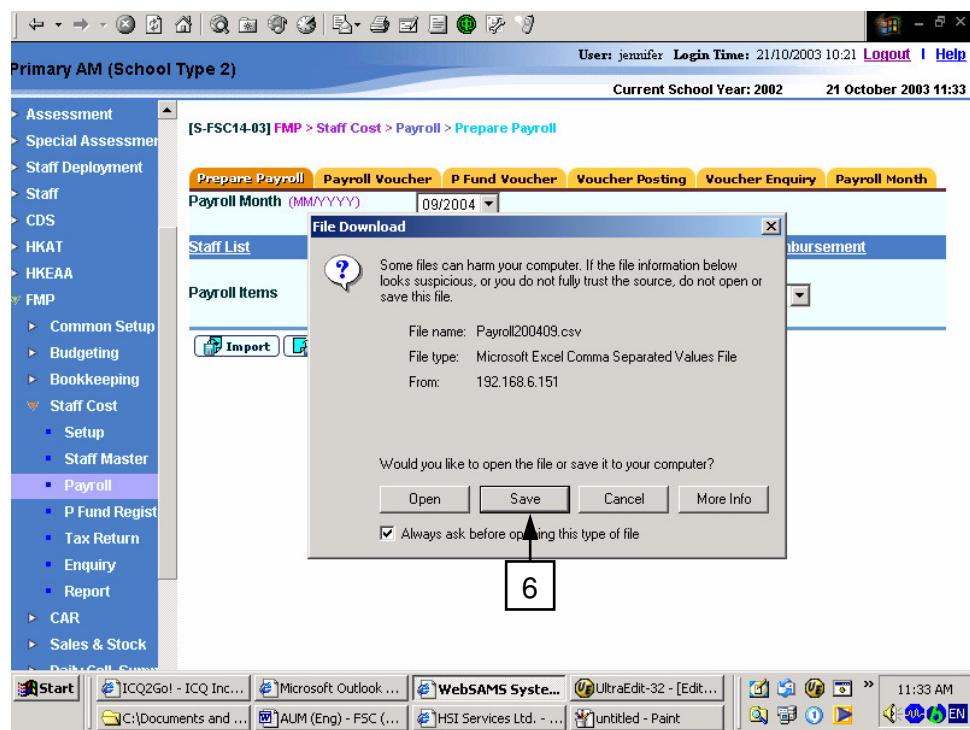
7. Save the file locally into the users' computer.
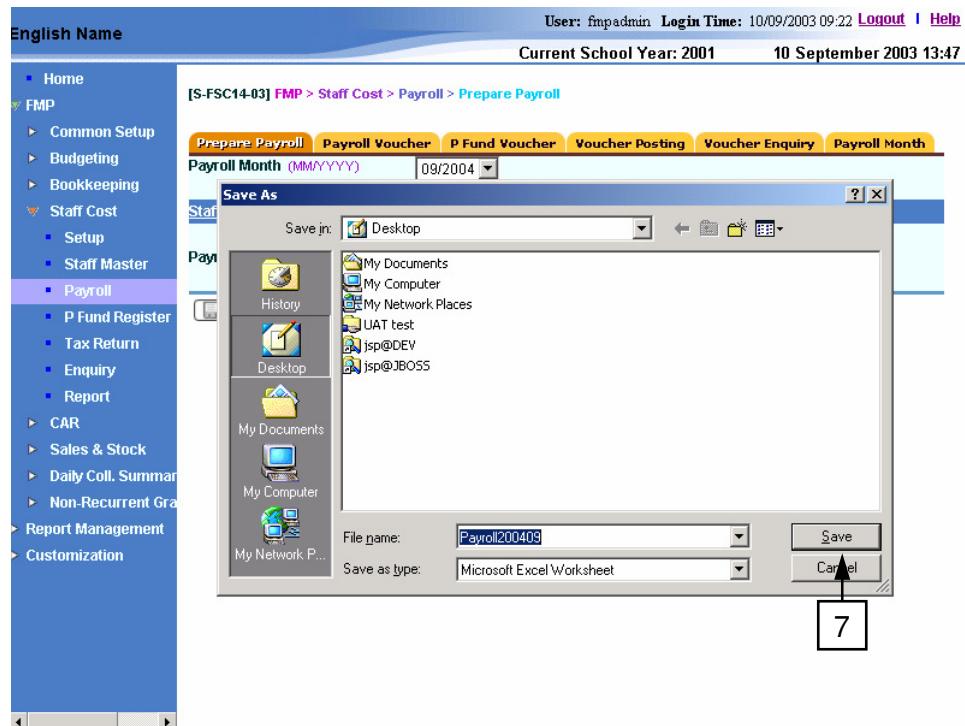
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8. Open the exported file in Microsoft Excel or equivalent program. Highlight the entire Column A and then select **[Data]** → **[Text to Column]** from the Toolbars.
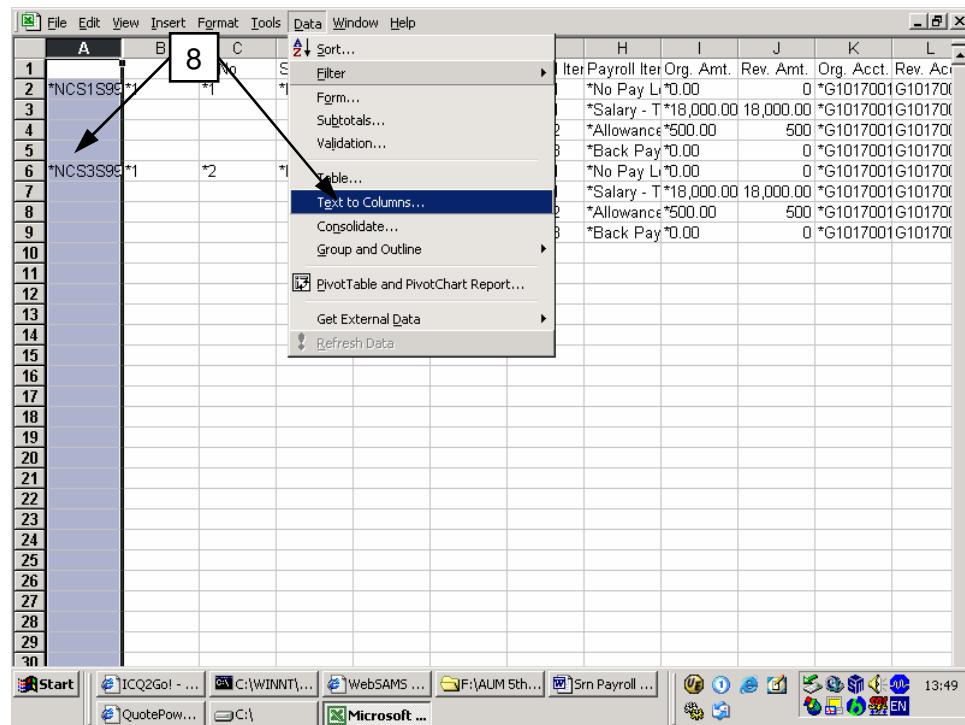
9. The system will pop up another window. Select **[Delimited]** as original data type and then click the **[Next]** button.
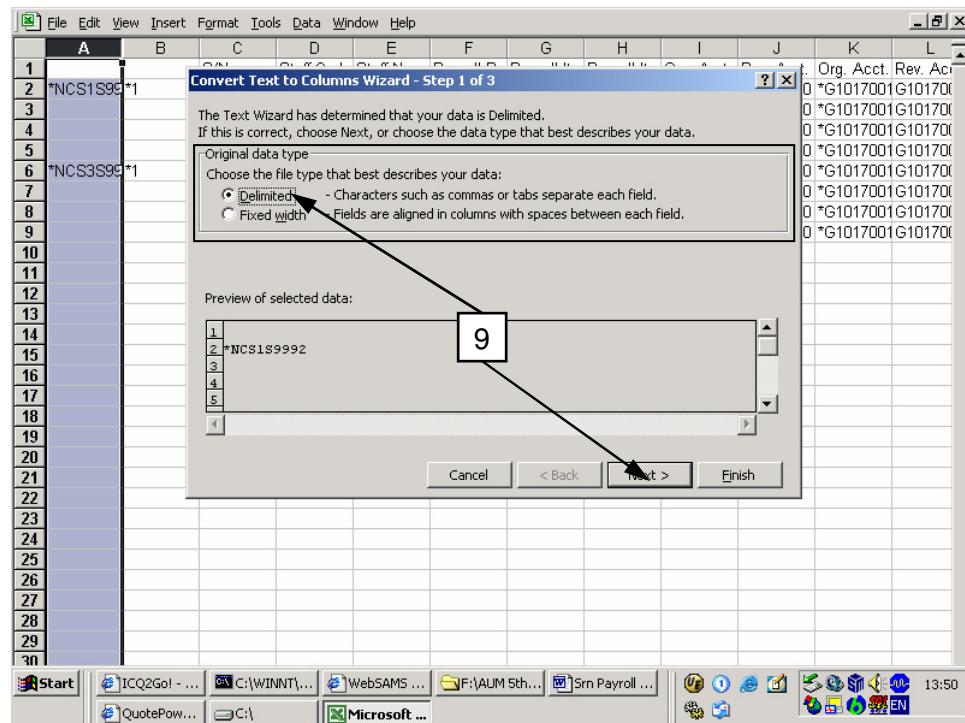
10. Select **[Comma]** as the only Delimiters and select quotation mark (") as the **[Text Qualifier]**. However, do not select the checkbox of **[Treat consecutive delimiters as one]**. Click the **[Next]** button.
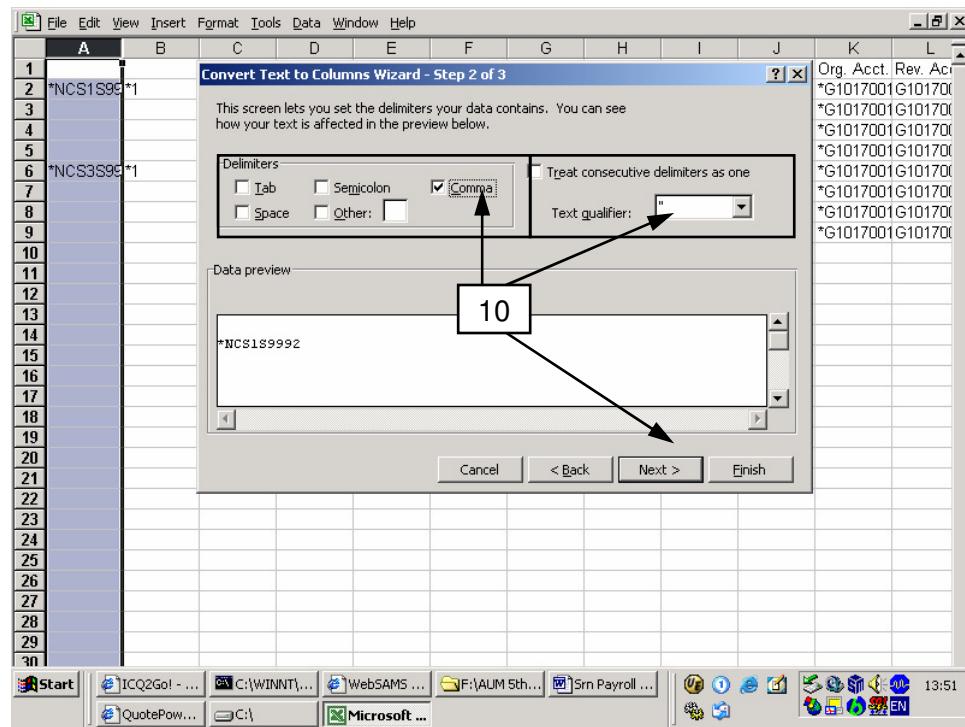
11. Click the **[Finish]** button.
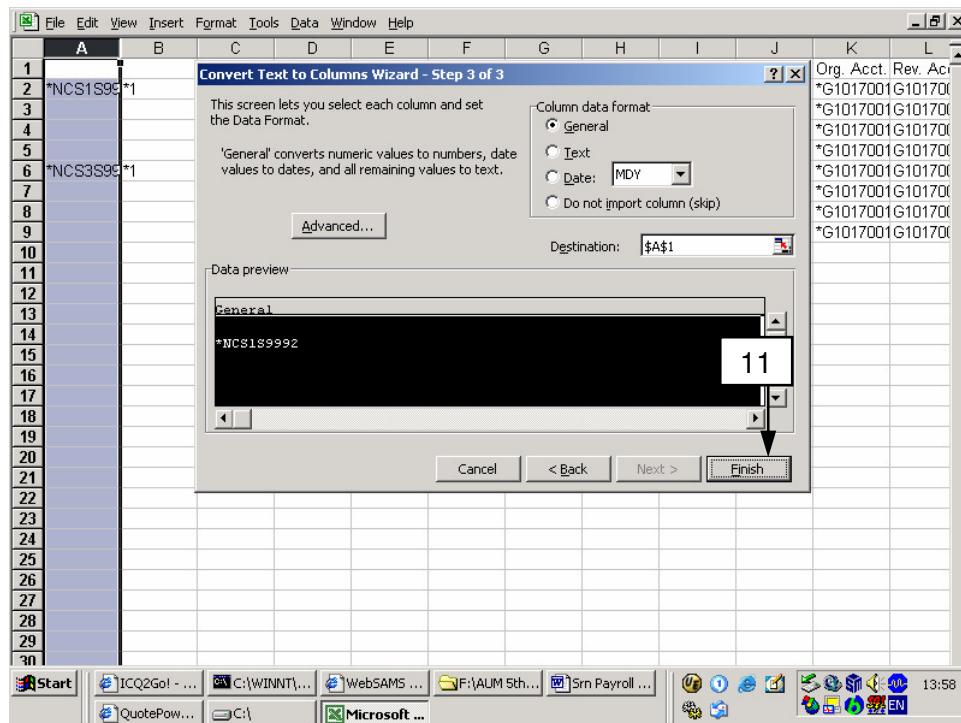
12. Highlight all cells and then select **[Format]** → **[Column]** → **[AutoFit Selection]** from the Toolbars.
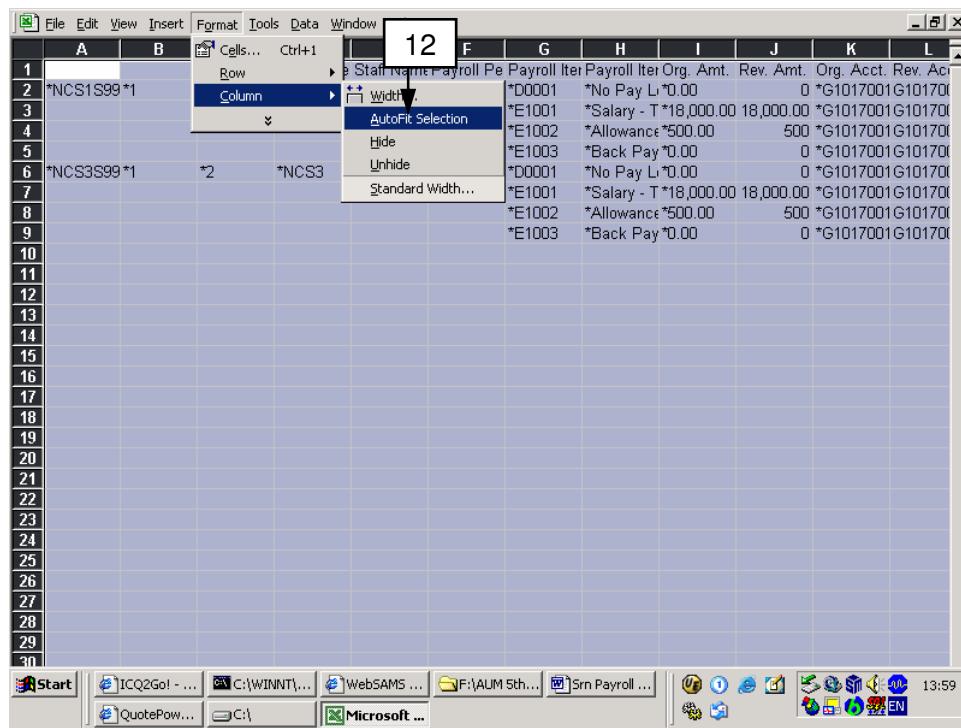
13. Users can now view / edit payroll item details in a presentable format. Please Note that users are only allowed to edit the "Rev. Amt." column (i.e. the Revised Amount column on the screen) and "Rev. Acct. Code" column (i.e., the Account Code column on the screen). Other columns should not be edited; otherwise, the file cannot be imported back into the system.
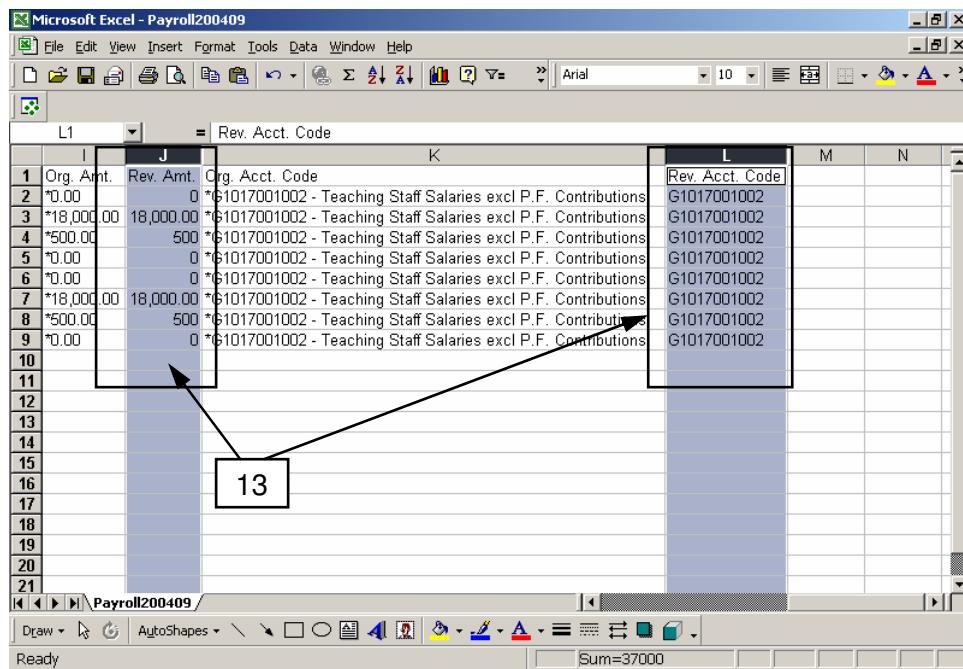
14. After editing the CSV file, save the file as CSV (Comma Delimited) file type. It is then ready for importing back to system.
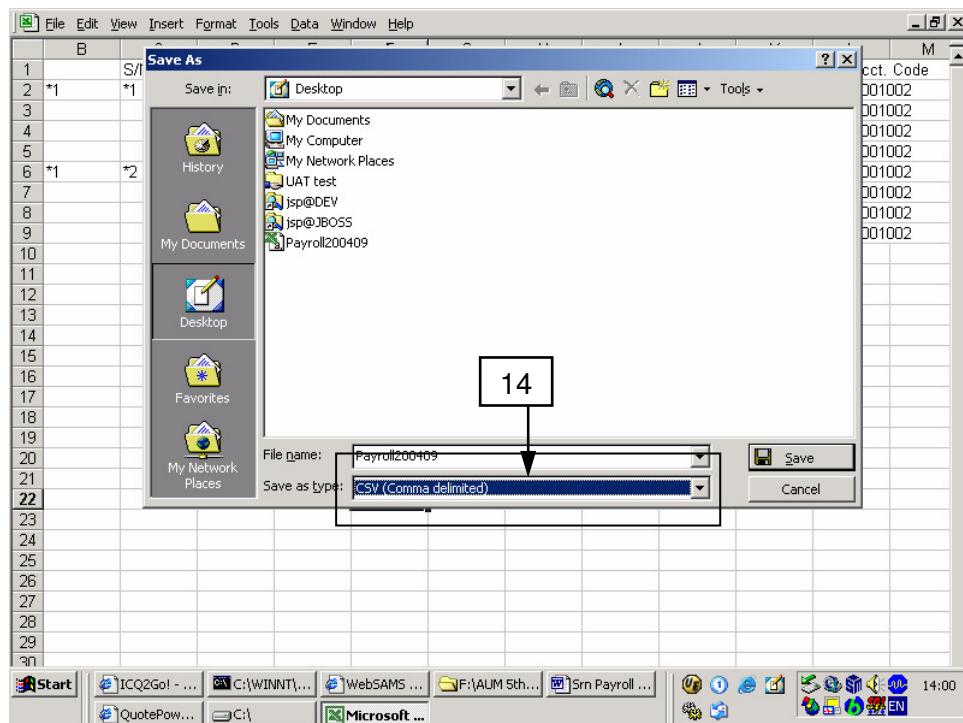
Import All Payroll Items

15. Click **[FMP]** → **[Staff Cost]** → **[Payroll]** on the left menu.

16. Click the **[Prepare Payroll]** tab.

17. Select an appropriate **Payroll Month**.

18. Click the **[Payroll Items]** hyperlink.

19. Click the **[Import]** Button. The system will redirect to the **Import All Payroll Items** page.
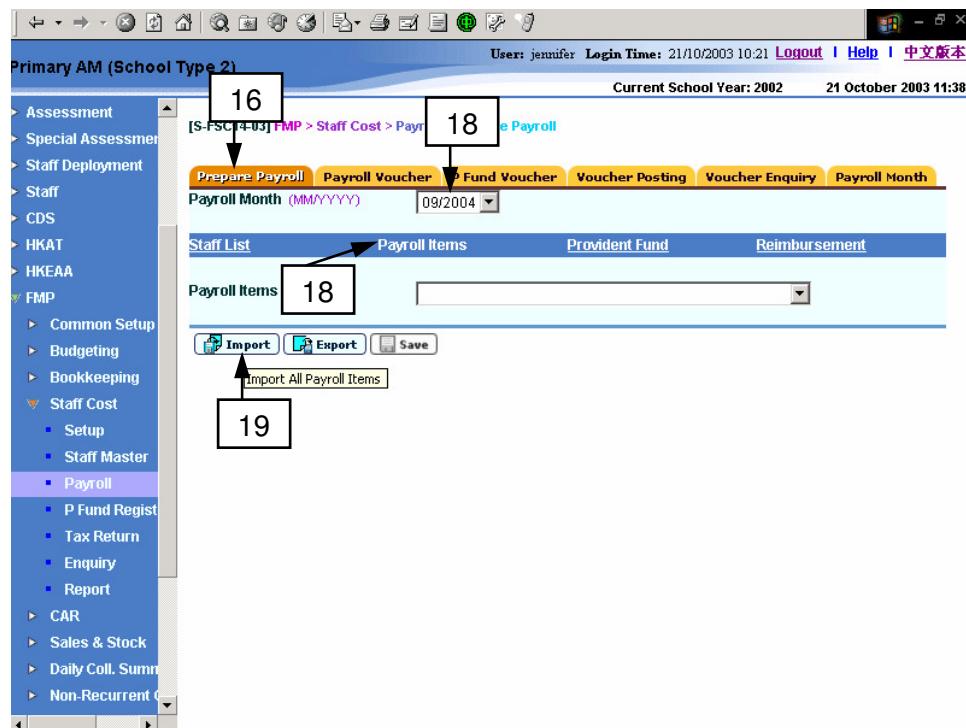
20. Select an appropriate **Payroll Month**.

21. Import the revised CSV file to the system by typing the file path or click the **[Browse]** button.
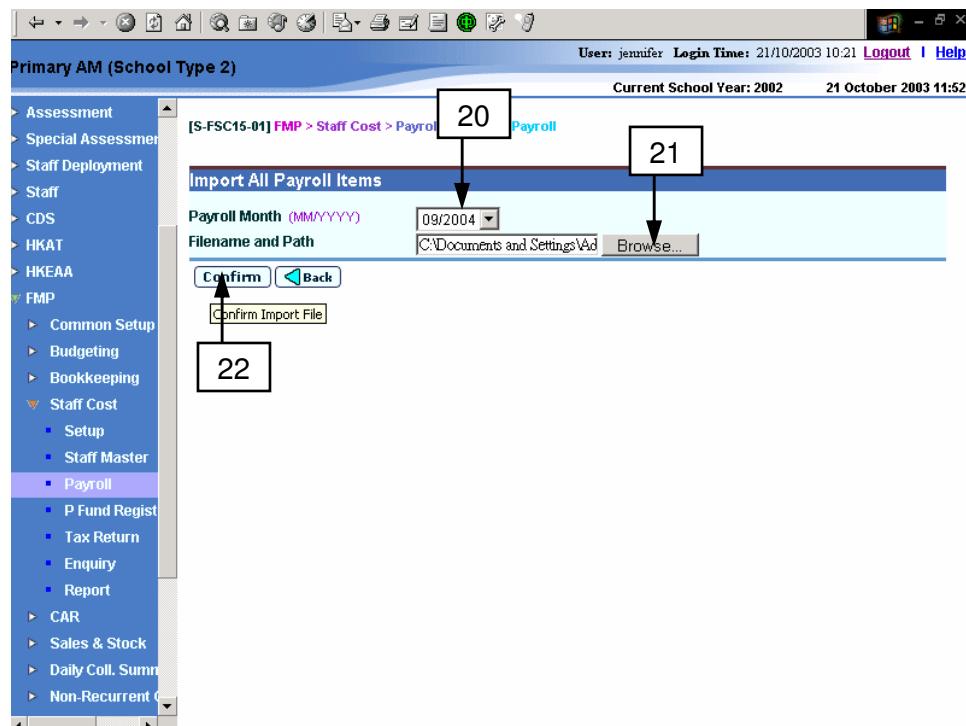
22. Click the **[Confirm]** button.

23. The system will read the input file and import the revised payroll item amount and account into the system. The system will show the import result into two groups: "Failed Update Records" and "Successfully Update Records". The below screen illustrates that all payroll items have been successfully updated into the system.
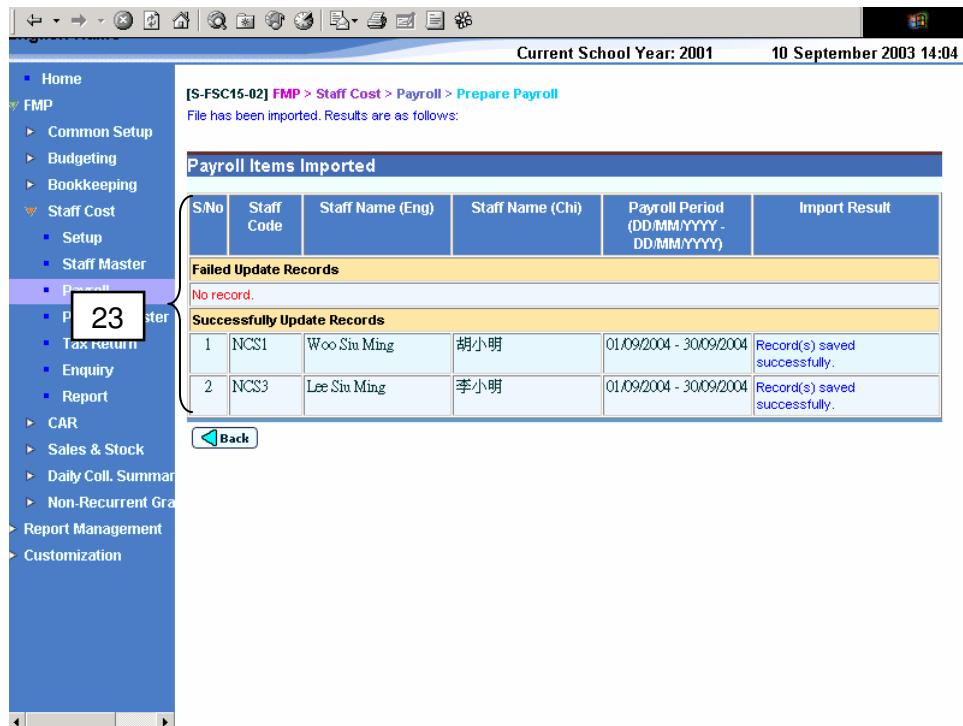
24. In case of any invalid data input into the imported file, the system will detect the error and abort the update action for that staff. The system will then proceed with updating for other staff. For example, if users input an invalid account code for one of the payroll items of a staff, the system will show an error message on the screen (as shown below). The rest of the payroll records will be updated successfully. Users should export the file again, correct the invalid field accordingly and then import it back to the system, or simply amend the information of the failed record by editing the staff payroll items individually within the payroll function (refer to *Maintain Payroll Item in Batch* and *Maintain Payroll Items for Individual Staff*)

 📖 Post-effects

  1. The system will save the records accordingly.

  2. The system will re-calculate the net payment and provident fund contribution if the payroll item is subject to provident fund contribution.

 📖 Notes

  1. If the revised amount of provident fund contribution of the payroll has been changed by users before (refer to *2.3.1 Prepare Payroll: Maintain Provident Fund Contribution in Batch, Export Provident Fund Contribution and Import Provident Fund Contribution and Maintain Payment and Provident Fund Contribution for Individual Staff*), the system will only re-calculate the original amount of provident fund contributions. The revised contribution amount will remain as the amount changed by users even if there is any subsequent update on the amount of payroll item which is subject to provident fund contribution under this payroll.

Maintain Provident Fund Contribution in Batch

    📖   Function Description

"Maintain Provident Fund Contribution in Batch" function allows users to view or update the provident fund contribution account code and amount of the selected provident fund scheme for all the staff payroll captured in the selected month.

    📖   Pre-requisites

1. Payroll entries must have been captured in "Capture Staff for Payroll" function and the corresponding payroll vouchers have not yet been generated.

    🖱   User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Payroll]** on the left menu.
2. Click the **[Prepare Payroll]** tab.
3. Select an appropriate **Payroll Month**.
4. Click the **[Provident Fund]** hyperlink.
5. By default, the system will display all those staff who have not participated in any provident fund scheme on the payroll for the selected payroll month.

6. Select a **Fund Scheme**:
   a. If the Grant / Subsidized School Provident Fund Scheme is selected, the system will display all those staff who have participated in this scheme on the payroll for the selected payroll month.

b. If the ORSO Scheme is selected, the system will display all those staff who have participated in this scheme on the payroll for the selected payroll month.

c. If the Mandatory Provident Fund Scheme is selected, the system will display all those staff who have participated in this scheme on the payroll for the selected payroll month.

7. Users are allowed to revise the Employee's and Employer's Provident Fund Contribution of the staff for the selected payroll month, if necessary.

   a. If the Grant / Subsidized School Provident Fund Scheme is selected, users can revise the Employee's and Employer's Contribution amounts and Employee's contribution account.

   b. If the ORSO Scheme is selected, users can revise the Employee's and Employer's Contribution amounts and accounts.

   c. If the Mandatory Provident Fund Scheme is selected, users can:

          i.   revise the Employer's and Employer's Mandatory and Voluntary Contribution amounts and accounts.

          ii.   make use of "MPF Contribution Proforma Report (R-FSC027-E)" to check any staff who has joined Mandatory Provident Fund Scheme but no contribution has been made.

    8.   Click **[Save]** button.

📖   Post-effects

1. The system will update the revised contribution amounts and contribution accounts accordingly.

2. The system will re-calculate the net payment.

📖   Notes

1. If the revised amount of provident fund contribution of the payroll has been changed by users before (refer to *2.3.1 Prepare Payroll: Maintain Provident Fund Contribution in Batch, Export Provident Fund Contribution and Import Provident Fund Contribution and Maintain Payment and Provident Fund Contribution for Individual Staff*), the system will only re-calculate the original amount of provident fund contributions. The revised contribution amount will remain as the amount changed by users even if there is any subsequent update on the amount of payroll item which is subject to provident fund contribution under this payroll.

2. The original contribution amount of any newly captured payroll is calculated based on the payroll items amount of Staff Master setting (staff's payroll item amount setting); rounding method and decimal place setting in Setup; and the pre-defined contribution fund rate and the effective date of fund stage defined in Staff Master.

3. If the Mandatory Provident Fund Scheme is selected, the system is able to check the special circumstances under Mandatory Provident Fund Scheme Ordinance and they are listed below. The screen will display message on the mandatory contribution if such conditions are applicable to the staff. Users should pay attention to the special payroll month and adjust the contribution amount manually in the system if necessary.

The following messages will be displayed if the conditions are fulfilled:

- MPF mandatory contribution is NOT required because the employee is younger than the minimum age as set out in the MPF Scheme Ordinance throughout the payroll month.

- MPF mandatory contribution is NOT required because the employee is older than the maximum age as set out in the MPF Scheme Ordinance throughout the payroll month.

- MPF mandatory contribution is required because the employee's age has reached the minimum age as set out in the MPF Scheme Ordinance during the payroll month.

- MPF mandatory contribution is NOT required because the employee's age has exceeded the maximum age as set out in the MPF Scheme Ordinance during the payroll month.

- Employee's MPF mandatory contribution is NOT required because of the contribution holiday as set out in the MPF Scheme Ordinance.

- Employee's MPF mandatory contribution is NOT required because it is the first incomplete payroll month after the employee's contribution holiday as set out in the MPF Scheme Ordinance.

- Payment of MPF contribution to trustee is NOT required because the staff has been employed for a period less than the no. of employment days required for enrolment as set out in the MPF Scheme Ordinance.

- Payment of MPF contribution to trustee is required because the staff has been employed for a period reaching the no. of employment days required for enrolment as set out in the MPF Scheme Ordinance.

Export Provident Fund Contribution and Import Provident Fund Contribution

 📖 Function Description

"Export Provident Fund Contribution and Import Provident Fund Contribution" allows users to export all provident fund contribution of the staff for the selected provident fund scheme and payroll month into a CSV format file. Users can then open / edit the file in Microsoft Excel or equivalent program, and import the file back to system. The system will read the imported file and update provident fund contribution amount and account code accordingly. This function facilitates users to update provident fund contribution amount and account code in bulk. If users intend to Export and Import both Payroll Item (*2.3.1 Prepare Payroll: Export All Payroll Items and Import All Payroll Items*) and Provident Fund Contribution, the latter must be carried out after Payroll Items file is imported successfully.

 📖 Pre-requisites

  1. Payroll entries must have been captured in "Capture Staff for Payroll" function and the corresponding payroll vouchers have not yet been generated.

  2. Microsoft Excel or equivalent software tools must be installed into users' computer.

 🖰 User Procedures

  Export Provident Fund Contribution

  1. Click **[FMP]** → **[Staff Cost]** → **[Payroll]** on the left menu.

  2. Click the **[Prepare Payroll]** tab.

  3. Select an appropriate **Payroll Month**.

  4. Click the **[Provident Fund]** hyperlink.

  5. By default, the system will display all those staff who have not participated in any provident fund scheme on the payroll for the selected payroll month.

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6. Select a **Fund Scheme**, (Grant / Subsidized Schools Provident Fund Scheme, ORSO Scheme or Mandatory Provident Fund Scheme).

7. Click the **[Export]** button.

8. The system will prompt the users to save the CSV file.

9. Save the file locally into the users' computer.

10. Open the exported file in Microsoft Excel or equivalent program. Highlight the entire Column A and then select **[Data]→[Text to Column]** from the Toolbars.

11. The system will pop up another window. Select **[Delimited]** as original data type and then click the **[Next]** button.
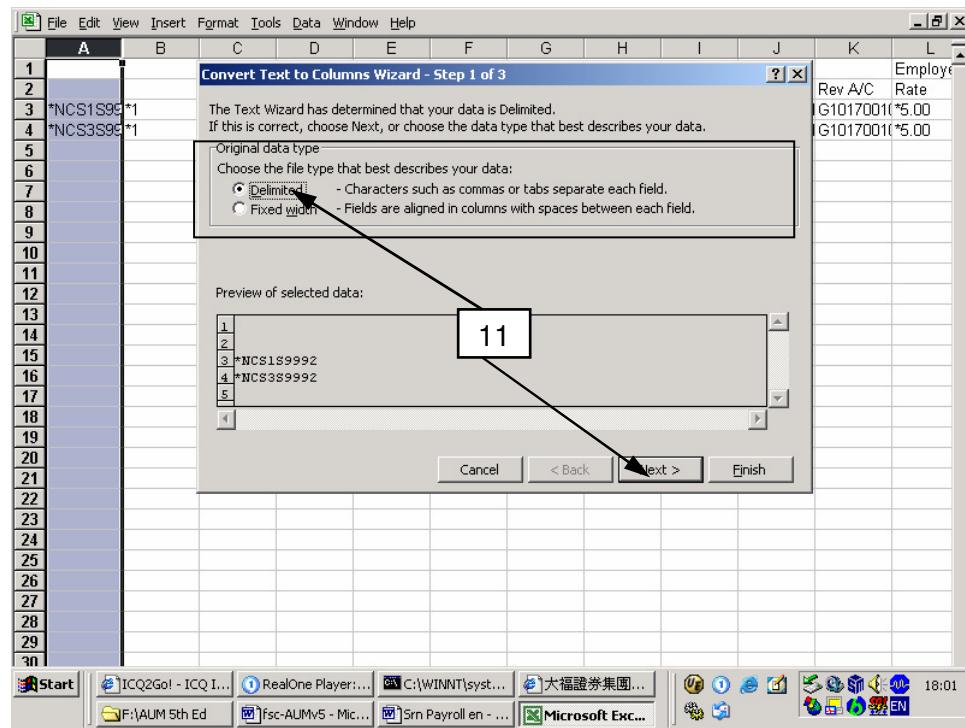
12. Select **[Comma]** as the only Delimiters and select quotation mark (") as the **[Text Qualifier]**. However, do not select the checkbox of **[Treat consecutive delimiters as one]**. Click the **[Next]** button.
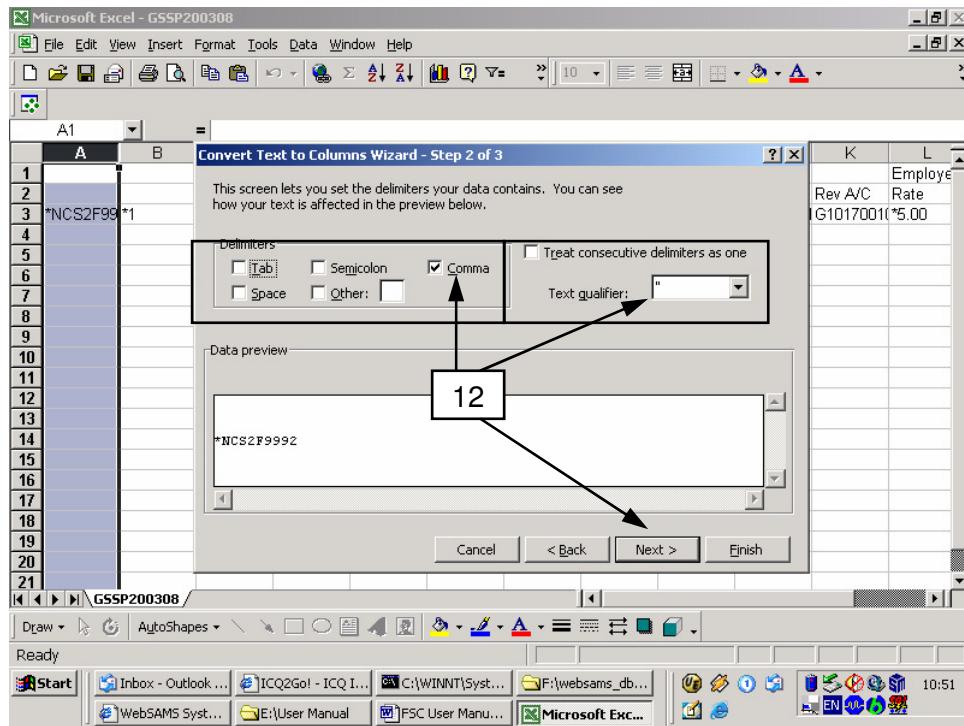
13. Click the **[Finish]** button.
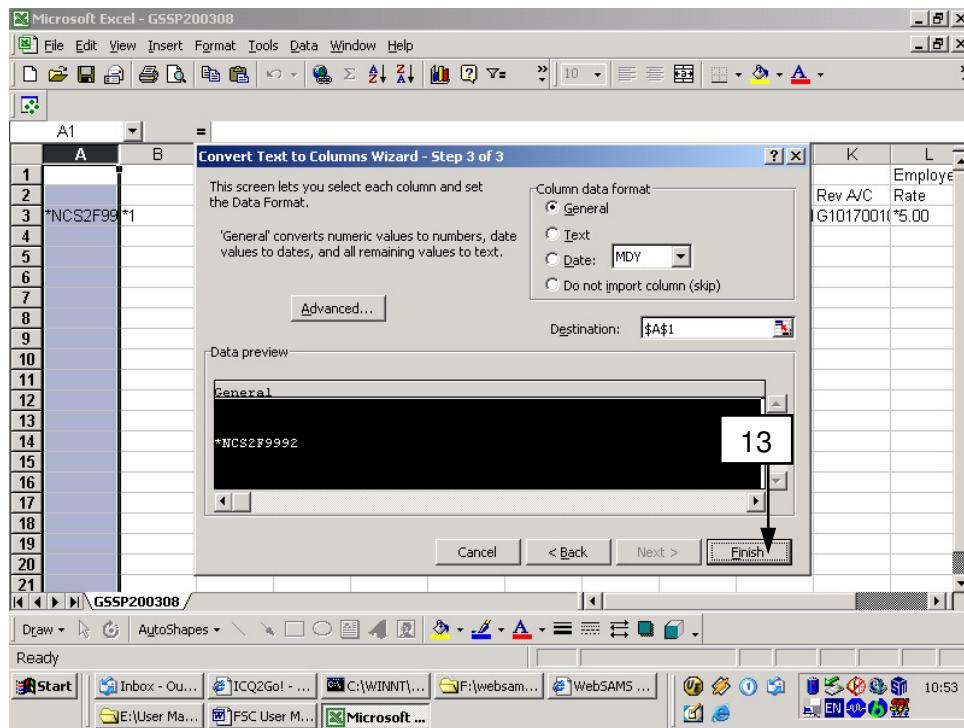
14. Highlight all cells and then select **[Format]** → **[Column]** → **[AutoFit Selection]** from the Toolbars.
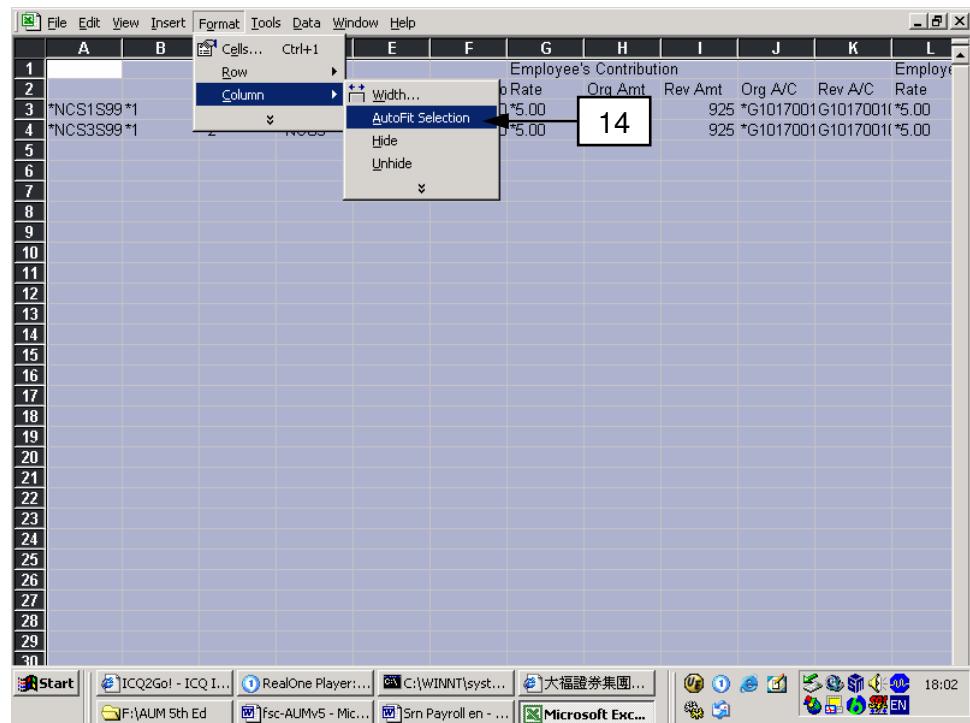
15. Users can now view / edit provident fund contribution details in a presentable format. Users should properly edit the file.

   a. If Grant / Subsidized Schools Provident Fund Scheme is selected, users are allowed to edit the "Rev. Amt." column for both employee's contribution and employer's contribution (i.e. the Revised Amount column on the screen) and "Rev. Acct. Code" column for employee's contribution (i.e. the Account Code column on the screen) while other columns should not be edited. Otherwise the file cannot be imported into the system.

b. If ORSO Scheme is selected, users are allowed to edit the "Rev. Amt." columns for both employee's contribution and employer's contribution (i.e. the Revised Amount column on the screen) and "Rev. Acct. Code" columns for both employee's contribution and employer's contribution (i.e. the Account Code column on the screen) while other columns should not be edited. Otherwise the file cannot be imported into the system.

c. If Mandatory Provident Fund Scheme is selected, users are allowed to edit the "Rev. Amt." columns for both employee's mandatory and voluntary contribution and employer's mandatory and voluntary contribution (i.e. the Revised Amount column on the screen) and "Rev. Acct. Code" columns for both employee's mandatory and voluntary contribution and employer's mandatory and voluntary contribution (i.e. the Account Code column on the screen) while other columns should not be edited. Otherwise the file cannot be imported into the system.

16. After editing the CSV file, save the file as CSV (Comma Delimited) file type. The file is now ready for importing back to the system.
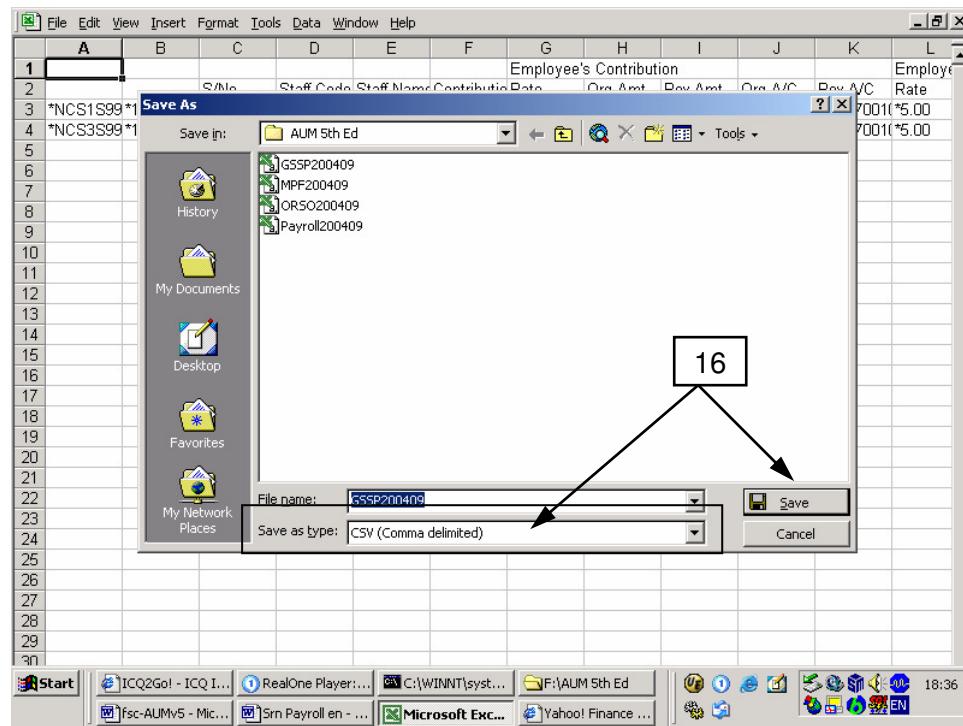
Import Provident Fund Contribution

17. Click **[FMP]** → **[Staff Cost]** → **[Payroll]** on the left menu.

18. Click the **[Prepare Payroll]** tab.

19. Select an appropriate **Payroll Month**.

20. Click the **[Provident Fund]** hyperlink.

21. By default, the system will display all those staff who have not participated in any provident fund scheme on the payroll for the selected payroll month.

22. Select a **Fund Scheme**, (Grant / Subsidized Schools Provident Fund Scheme, ORSO Scheme or Mandatory Provident Fund Scheme).

23. Click the **[Import]** button. The system will redirect the **Import Provident Fund Contribution** page.

24. Select an appropriate **Payroll Month**.

25. Select a **Fund Scheme**, (Grant / Subsidized Schools Provident Fund Scheme, ORSO Scheme or Mandatory Provident Fund Scheme).

26. Import the revised CSV file to the system by typing the file path or click the [**Browse**] button.
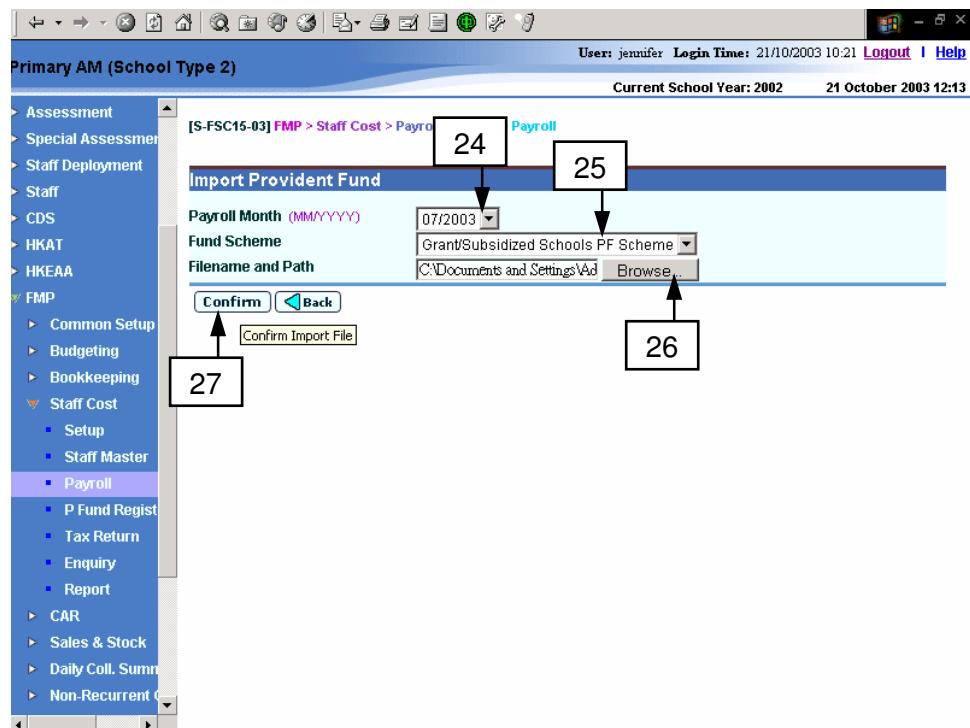
27. Click **[Confirm]** button.

28. The system will read the input file and import provident fund contribution account and amount information into the system. The system will show the import result into two groups: "Failed Update Records" and "Successfully Update Records". The below screen illustrates that the provident fund contribution records have been successfully updated into the system.
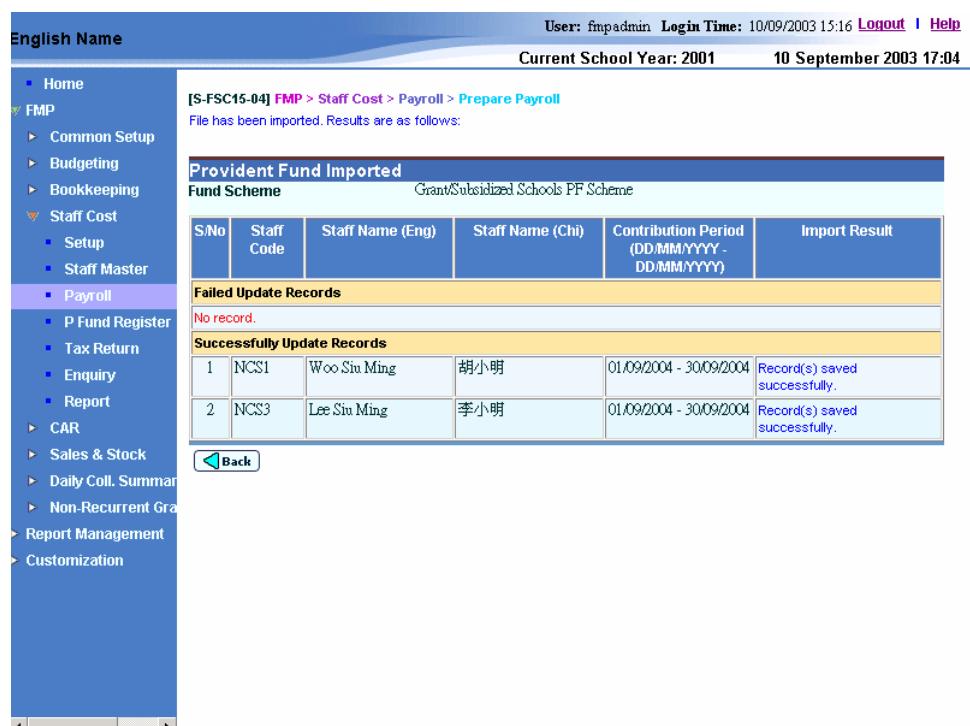
29. In case of any invalid data input into the imported file, the system will detect the error and abort the update action for that staff. The system will then proceed with updating for other staff. For example, if users input an invalid

account code for employee's provident fund contribution in Grant / Subsidized Schools Provident Fund Scheme of a staff, the system will show an error message on the screen (as shown below). The rest of the provident fund contribution records will be updated successfully. Users should export the file again, correct the invalid field accordingly and then import it back to the system, or simply amend the information of the failed record by editing the staff provident fund contribution information within the payroll function (refer to *Maintain Provident Fund Contribution in Batch* and *Maintain Payment and Provident Fund Contribution for Individual Staff*).
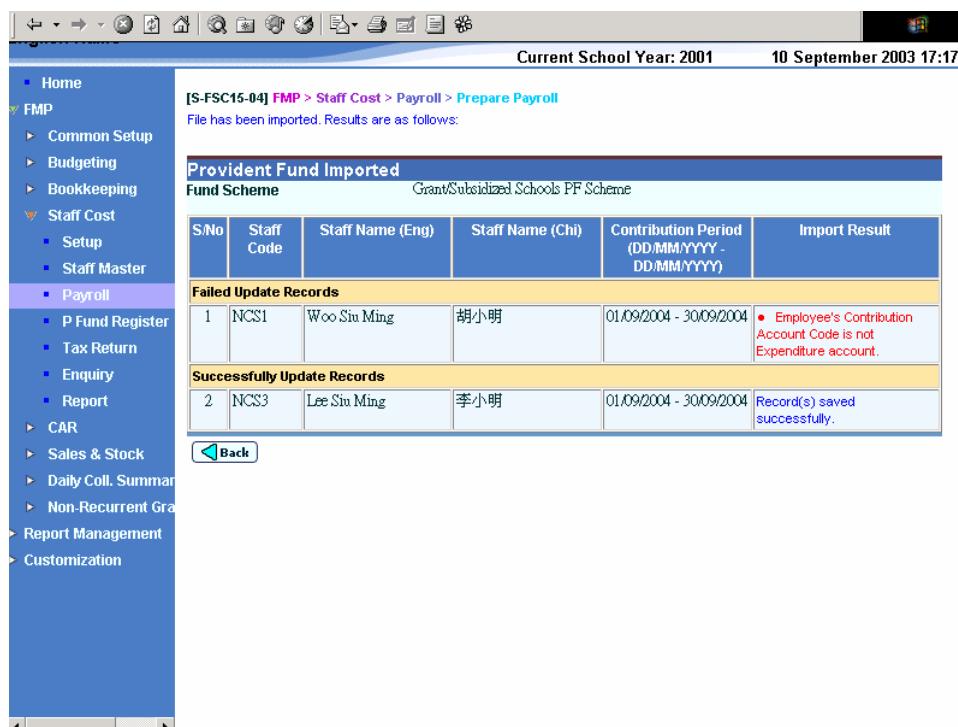
     Post-effects

1. The system will update the revised contribution amounts and accounts accordingly.

2. The system will re-calculate the net payment.

     Notes

1. If the revised amount of provident fund contribution of the payroll has been changed by users before (refer to *2.3.1 Prepare Payroll: Maintain Provident Fund Contribution in Batch, Export Provident Fund Contribution and Import Provident Fund Contribution and Maintain Payment and Provident Fund Contribution for Individual Staff*), the system will only re-calculate the original amount of provident fund contributions. The revised contribution amount will remain as the amount changed by users even if there is any subsequent update on the amount of payroll item which is subject to provident fund contribution under this payroll.

2. The original contribution amount of any newly captured payroll is calculated based on the payroll items amount of Staff Master setting (staff's payroll item amount setting); rounding method and decimal place setting in Setup; and

the pre-defined contribution fund rate and the effective date of fund stage defined in Staff Master.

Maintain Reimbursement Item in Batch

   📖   Function Description

"Maintain Reimbursement Item in Batch" function allows users to view / update reimbursement item amount of a selected reimbursement item for all the staff payroll captured in the selected month.

   📖   Pre-requisites

1. Payroll entries must have been captured in "Capture Staff for Payroll" function and the corresponding payroll vouchers have not yet been generated.

2. The reimbursement item of the staff in the selected payroll month should have been set up in "Maintain Staff Reimbursement Item Setting" function (refer to *2.2.6 Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting*) in Staff Master of the individual staff. The Staff will not be assigned with any reimbursement item on the newly captured payroll by default. Users must add all the necessary reimbursement items to individual staff payroll in *Maintain Reimbursement Item for Individual Staff* function.

   🖑   User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Payroll]** on the left menu.

2. Click the **[Prepare Payroll]** tab.

3. Select an appropriate **Payroll Month**.

4. Click the **[Reimbursement]** hyperlink.
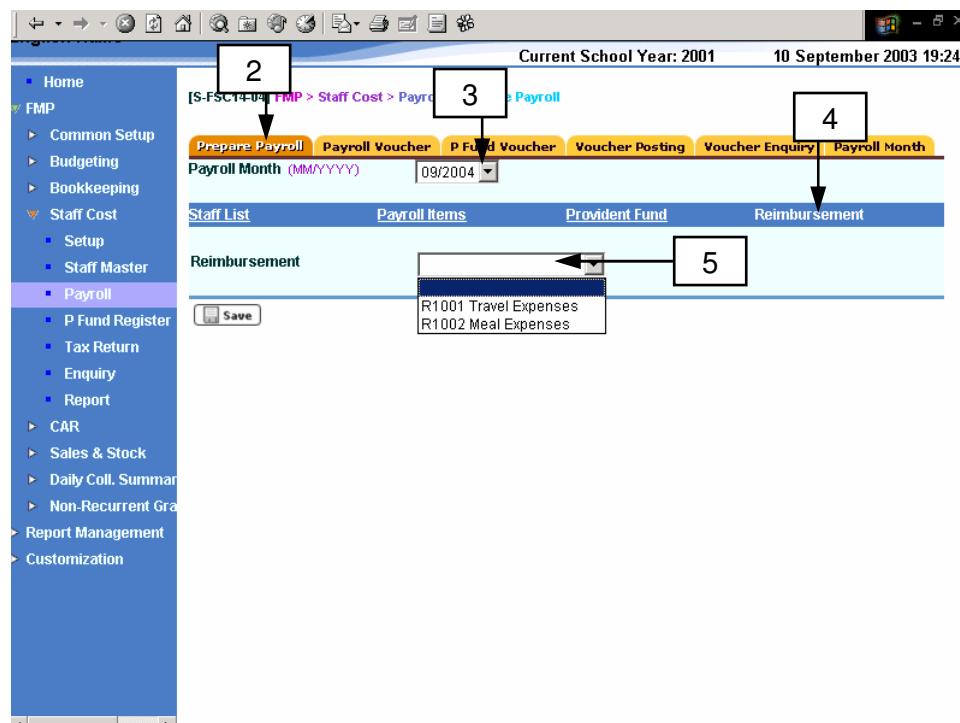
5. Select a **Reimbursement Item**. All the staff payroll captured for the selected reimbursement item will be displayed.

6. Revise the amount and remarks if necessary.

7. Click the **[Save]** button.

📖   Post-effects

1. The system will update the changes accordingly.

2. The system will re-calculate the net payment to the staff for the selected payroll month.

📖   Notes

1. Reimbursement item is not subject to any provident fund contribution and will not be considered as relevant income in tax return.

Maintain Payment and Provident Fund Contribution for Individual Staff

   📖   Function Description

"Maintain Payment and Provident Fund Contribution for Individual Staff" function allows users to view the summary of (i) the payroll of the selected individual staff and (ii) provident fund contributions of the selected individual staff. Users can also revise the provident fund contributions and payment method of the selected individual staff's payroll record for the selected payroll month.

   📖   Pre-requisites

1. Payroll entries must have been captured in "Capture Staff for Payroll" function and the corresponding payroll vouchers have not yet been generated.

   🖰   User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Payroll]** on the left menu.
2. Click the **[Prepare Payroll]** tab.
3. Select an appropriate **Payroll Month**. All the captured payroll entries will be listed.

4. Click the **[Staff Code]** hyperlink. The system will redirect to **Maintain Payment and Provident Fund Contribution for Individual Staff** page.

5. By default, the system will assign the payment method specified in "Capture Staff for Payroll" function. Users can change the payment method for the selected payroll, if necessary.

6. Provident fund contribution rate, original amount and revised amount are displayed on this screen. Original contribution amount is calculated based on Provident Fund Setup (refer to *2.1.1 Provident Fund Setup*), Payroll Setup (refer to *2.1.2 Payroll Setup*), Staff Provident Fund Setting (refer to *2.2.5 Maintain Staff Provident Fund Setting*) and Staff Payroll Item Amount (refer to *2.2.7 Maintain Staff Payroll Item Amount*). Users may take this as reference if contribution amount is required to be revised. When the payroll is captured, Revised Amount is set to be the same as Original Amount by default. User may revise the contribution amount by changing the Revised Amount.

   a. For Grant / Subsidized School Provident Fund Scheme, users are allowed to revise the Employee's and Employer's Provident Fund Contribution amount for the selected payroll if necessary.

b. For ORSO Scheme, users are allowed to revise the Employee's and Employer's Provident Fund Contribution amount for the selected payroll if necessary.

c. For Mandatory Provident Fund Scheme, users are allowed to revise the Employee's Mandatory and Voluntary Contribution amount, as well as Employer's Mandatory and Voluntary Contribution amount for the selected payroll, if necessary.

7. Click the **[Save]** button to save any change to the system.

📖 Post-effects

1. The system will save the change in payment method.

2. The system will update the revised contribution amounts accordingly.

3. The system will re-calculate the net payment for the staff.

📖 Notes

1. If the revised amount of provident fund contribution of the payroll has been changed by users before (refer to *2.3.1 Prepare Payroll: Maintain Provident Fund Contribution in Batch, Export Provident Fund Contribution and Import Provident Fund Contribution and Maintain Payment and Provident Fund Contribution for Individual Staff*), the system will only re-calculate the original amount of provident fund contributions. The revised contribution amount will remain as the amount changed by users even if there is any subsequent update on the amount of payroll item which is subject to provident fund contribution under this payroll.

2. The original contribution amount is calculated based on the payroll items amount of Staff Master setting (staff's payroll item amount setting); rounding method and decimal place setting in Setup; and the pre-defined contribution fund rate and the effective date of fund stage in Staff Master.

3. If the Mandatory Provident Fund Scheme is selected, the system is able to check the special circumstances under Mandatory Provident Fund Scheme Ordinance and they are listed below. The screen will display message on the mandatory contribution if such conditions are applicable to the staff. Users should pay attention to the special payroll month and adjust the contribution amount manually in the system if necessary.

The following messages will be displayed if the conditions are fulfilled:

- MPF mandatory contribution is NOT required because the employee is younger than the minimum age as set out in the MPF Scheme Ordinance throughout the payroll month.

- MPF mandatory contribution is NOT required because the employee is older than the maximum age as set out in the MPF Scheme Ordinance throughout the payroll month.

- MPF mandatory contribution is required because the employee's age has reached the minimum age as set out in the MPF Scheme Ordinance during the payroll month.

- MPF mandatory contribution is NOT required because the employee's age has exceeded the maximum age as set out in the MPF Scheme Ordinance during the payroll month.

- Employee's MPF mandatory contribution is NOT required because of the contribution holiday as set out in the MPF Scheme Ordinance.

- Employee's MPF mandatory contribution is NOT required because it is the first incomplete payroll month after the employee's contribution holiday as set out in the MPF Scheme Ordinance.

- Payment of MPF contribution to trustee is NOT required because the staff has been employed for a period less than the no. of employment days required for enrolment as set out in the MPF Scheme Ordinance.

- Payment of MPF contribution to trustee is required because the staff has been employed for a period reaching the no. of employment days required for enrolment as set out in the MPF Scheme Ordinance.

Maintain Payroll Items for Individual Staff

📖 Function Description

"Maintain Payroll Items for Individual Staff" function allows users to view or update all payroll item account code and amount of a selected staff payroll in a payroll month.

📖 Pre-requisites

1. Payroll entries must have been captured in "Capture Staff for Payroll" function and the corresponding payroll vouchers have not yet been generated.

🖰 User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Payroll]** on the left menu.
2. Click the **[Prepare Payroll]** tab.
3. Select an appropriate **Payroll Month**.
4. Click the **[Staff Code]** hyperlink.

5. The system will redirect to **Maintain Payment and Provident Fund Contribution for Individual Staff page**. Click on the **[Payroll Items]** hyperlink.

6. The system will redirect to the **Maintain Payroll Items for Individual Staff** page. A list of payroll items of the selected payroll will be displayed into two groups: Earning Payroll Items and Deduction Payroll Items.

7. Users are allowed to revise the amount and expenditure account code of the payroll item(s) for the selected payroll if necessary.

For updating the account code, Users can enter an account code directly or click the 📝 (Select Account Code icon) next to Account Code textbox to search for account code from the pop-up screen.
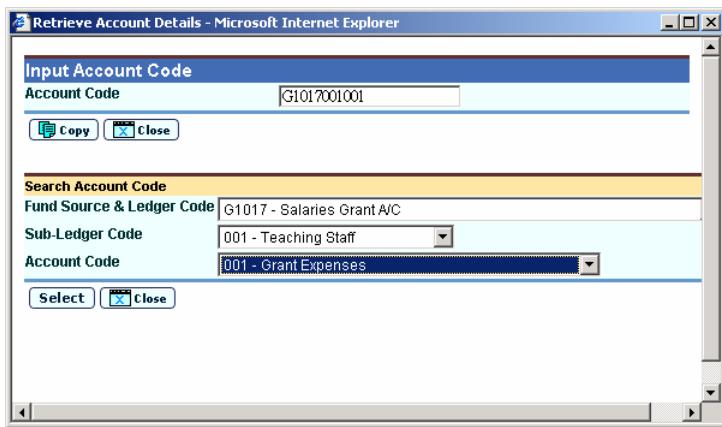
Click **[Copy]** or **[Select]** button to copy the code back to **Maintain Payroll Items for Individual Staff** page.

8. Click the **[Save]** button to save the change to the system.

  Post-effects

1. The system will save the records accordingly.

2. The system will re-calculate the net payment and provident fund contribution if the payroll item is subject to provident fund contribution.

  Notes

1. If the revised amount of provident fund contribution of the payroll has been changed by users before (refer to *2.3.1 Prepare Payroll: Maintain Provident Fund Contribution in Batch, Export Provident Fund Contribution and Import Provident Fund Contribution and Maintain Payment and Provident Fund Contribution for Individual Staff*), the system will only re-calculate the original amount of provident fund contributions. The revised contribution amount will remain as the amount changed by users even if there is any subsequent update on the amount of payroll item which is subject to provident fund contribution under this payroll.

2. The updated payroll amount and account code will not overwrite the default setting in Staff Master.

Maintain Reimbursement Item for Individual Staff

📖   Function Description

"Maintain Reimbursement Item for Individual Staff" function allows users to (i) assign any active reimbursement item of the relevant accounting year (defined in Staff Reimbursement Item Setting) to the payroll and (ii) view / update / delete existing reimbursement items of the payroll.

📖   Pre-requisites

1. Payroll entries must have been captured in "Capture Staff for Payroll" function and the corresponding payroll vouchers have not yet been generated.

2. The reimbursement items of the staff in the selected payroll month should have been set up in "Maintain Staff Reimbursement Item Setting" function (refer to *2.2.6 Maintain Staff Payroll Item Account Codes and Maintain Staff Reimbursement Item Setting*) in Staff Master of the individual staff. No reimbursement item will be assigned to newly captured payroll by default.

🖰   User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Payroll]** on the left menu.

2. Click the **[Prepare Payroll]** tab.

3. Select an appropriate **Payroll Month**.

4. Click the **[Staff Code]** hyperlink.

5. The system will redirect to **Maintain Payment and Provident Fund Contribution for Individual Staff** page. Click the **[Reimbursement]** hyperlink.

6. The system will redirect to **Maintain Reimbursement Item for Individual Staff** page. For newly captured payroll, no reimbursement item will be added by the system.

7. Click the **[Add]** button to add a reimbursement item to payroll. A new row will be added.

8. All the reimbursement items of the relevant accounting year defined in Staff Master Setting (refer to *2.2.6 Maintain Staff Reimbursement Item*) will be displayed in the drop-down list box under the Reimbursement column. Select an appropriate reimbursement item.

9. Assign the amount and remarks if necessary. Users may revise amount and remarks of any existing reimbursement item selected for the payroll.

10. To remove unnecessary reimbursement item from the staff payroll, select the checkbox next to the reimbursement item. Users can select one or more items to be removed from the payroll.

11. Click the **[Delete]** button to delete the reimbursement item(s) from the selected payroll.

12. Users should click the **[Save]** button to confirm the changes to the system.

📖 Post-effects

1. The system will update the changes accordingly.

2. The system will re-calculate the net payment of the selected staff payroll in the payroll month.

    Notes

1. Reimbursement item will not be included in provident fund contribution and will not be considered as relevant income in tax return.

2. If users have not yet defined the staff reimbursement setting of the relevant accounting year in Staff Master (refer to *2.2.6 Maintain Staff Reimbursement Item*), the system will alert users on the **Maintain Payment and Provident Fund Contribution for Individual Staff** page and no reimbursement is available for the selected payroll.
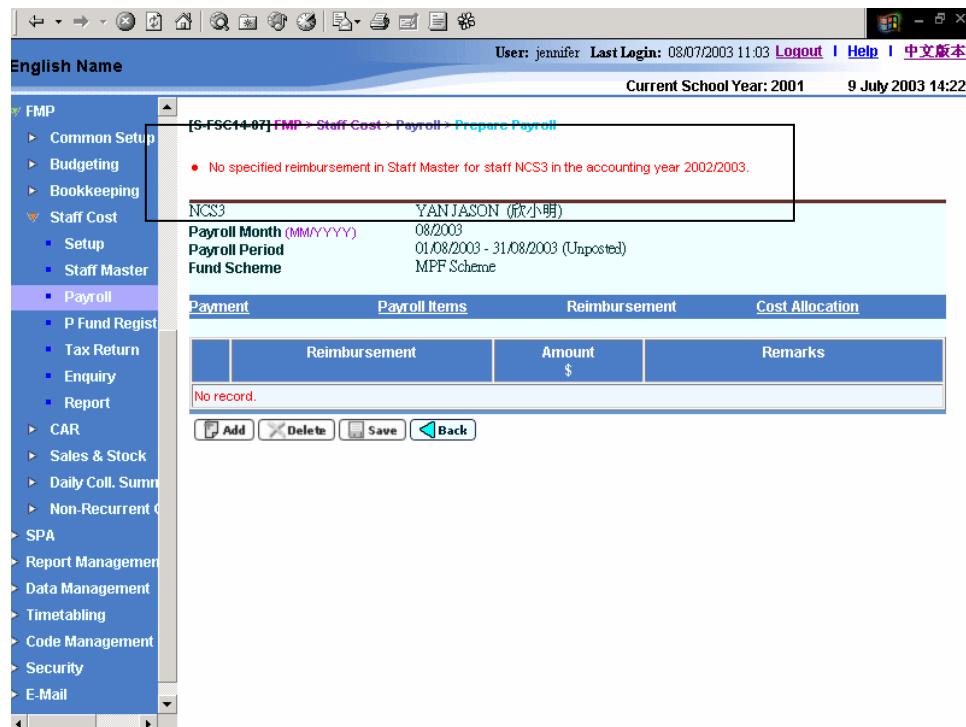
Maintain Cost Allocation for Individual Staff

   Function Description

"Maintain Cost Allocation for Individual Staff" function allows users to view / update the details on how the school allocates payroll expenditure for the selected staff payroll. By default, the system set staff cost allocation setting of the relevant accounting year same as that in Staff Master. Users are allowed to reallocate the cost of the payroll for the selected payroll month.

   Pre-requisites

1. Payroll entries must have been captured in "Capture Staff for Payroll" function and the corresponding payroll vouchers have not yet been generated.

2. Programme must have been created in the accounting year (refer to *Maintain Programme under Common Setup Module*).

   User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Payroll]** from the left menu.

2. Click the **[Prepare Payroll]** tab.

3. Select an appropriate **Payroll Month**.

4. Click the **[Staff Code]** hyperlink.

5. The system will redirect to **Maintain Payment and Provident Fund Contribution for Individual Staff** page. Click the **[Cost Allocation]** hyperlink.

6. The system will redirect to **Maintain Reimbursement Item for Individual Staff** page. The current cost allocation details of the selected payroll will be displayed. For newly captured payroll, cost allocation details of the selected payroll is set to be the same as the Staff Master setting (Cost Allocation setting).

7. Click the **[Add]** button to add one or more lines of cost allocation record if necessary. A new row will be appended to the cost allocation list.

8. Select an appropriate **School Level** / **Session and Programme**, and assign **Allocation Percentage** to the new cost allocation record.

9. To edit the existing cost allocation records, users may change the School Level / Session and Programme, and revise Allocation Percentage of the individual cost allocation records.

10. To delete cost allocation records, selec the checkbox next to the S/No. and click **[Delete]** button to remove unnecessary records. Users can select one or more records to be deleted at the same time.

11. Users should click the **[Save]** button to confirm the change to the system.

📖   Post-effects

1. The system will update the changes accordingly.

2. The cost allocation setting specified in this function will apply to the selected payroll only. It will not be copied back to Staff Cost Allocation Setting in Staff Master.

📖   Notes

1. The total allocation percentage must be added up to 100%.

2. Users are not allowed to have duplicated cost allocation records in the same payroll.

3. Users are not allowed to delete all cost allocation records. At least one record must be kept in the system.

2.3.2 Payroll Voucher

"Payroll Voucher" function allows users to generate payroll vouchers for staff payroll payment. Before generating the vouchers, users are recommended to ensure all payroll entries are correct by making use of three reports: "Payroll Item Details – Payment and Cost Allocation (R-FSC016A-E)", "Payroll Item Details – Working on Payroll Net Payment (R-FSC016B-E)" and "Payroll Item Details – Working on Provident Fund Contribution (R-FSC016C-E)" reports. Users can then generate payroll voucher if all payroll entries of the payroll month are correct. Upon saving the voucher, the system will go through the budget check if budget has been approved for the relevant accounting year.

After generating the voucher, users are recommended to validate the generated voucher by making use of report "Payroll Validation Report (R-FSC001-E)". If the voucher is correct, users can then generate the autopay file for staff payroll payment through bank autopay services or issue a system / manual cheque for individual staff payroll payment. After preparing staff payroll payment, users can freeze the payroll voucher so that they can further generate provident fund voucher and post the vouchers to General Ledger.

Validate Payroll Entries

   📖   Function Description

"Validate Payroll Entries" function allows users to generate three reports, namely: (i) "Payroll Item Details – Payment and Cost Allocation (R-FSC016A-E)", (ii) "Payroll Item Details – Working on Payroll Net Payment (R-FSC016B-E)" and (iii) "Payroll Item Details – Working on Provident Fund Contribution (R-FSC016C-E)". These reports provide detailed information on the selected payroll records in the selected payroll month. Users can verify whether all staff payroll records are correct before generating the payroll voucher.

"Payroll Item Details – Payment and Cost Allocation (R-FSC016A-E)" report provides the summary of payroll and provident fund contributions prepared in *2.3.1 - Prepare Payroll*. "Payroll Item Details – Working on Payroll Net Payment (R-FSC016B-E)" report illustrates the calculation breakdown of the net payment for the staff. Users can view the allocation of the payroll expenditure for each payroll item on the basis of payroll setting prepared in *2.3.1 - Prepare Payroll*. "Payroll Item Details – Working on Provident Fund Contribution (R-FSC016C-E)" report illustrates the calculation breakdown of provident fund contributions. Users can view the allocation of the payroll expenditure for provident fund contribution on the basis of payroll setting prepared in *2.3.1 - Prepare Payroll*.

Users are recommended to have thorough checking on the payroll records because all payroll and provident fund data are not allowed to change after generating payroll voucher.

   📖   Pre-requisites

1. Payroll entries must have been previously captured in "Capture Staff for Payroll" function and the corresponding payroll vouchers have not yet been generated.

2. Adobe Acrobat Reader is required to be installed onto users' computer in order to view reports.

🖰 User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Payroll]** on the left menu.

2. Click the **[Payroll Voucher]** tab.

3. Select an appropriate **Payroll Month**.

4. Select an appropriate **Payment Method**.

5. Select checkbox next to the Staff Code. Users can select one or more staff payroll records at the same time.

6. Click **[Print]** button. Three reports, namely: "Payroll Item Detail - Payment and Cost Allocation (R-FSC016A-E)", "Payroll Item Detail - Working on Payroll Net Payment (R-FSC016B-E)" and "Payroll Item Detail - Working on Provident Fund Contribution (R-FSC016C-E)", will be generated and saved in Report Management – Repository.

7. Users can click the link of "Repository function of Report Management Module" located at the top of the screen and link to download the reports in Report Management - Repository.

8. The system will redirect to the report repository in Report Management Module. Users can download the report as described in *2.7.1 Generate Report*. No report window will pop up. Please note that it will take some time for all the reports to be generated. The reports in Report Management will be ready when the status becomes "Done".

📖 Post-effects

1. Reports will be generated and stored in Report Management – Repository.

📖 Notes

1. Users are highly recommended to check the reports before generating the payroll voucher. If amendment of the payroll entries is required after payroll voucher has been generated, users have to delete the voucher, make the amendment and then generate the voucher again.

Generate Payroll Voucher

📖   Function Description

"Generate Payroll Voucher" function allows users to generate vouchers for three different payment methods: "Autopay", "Cheque – With Printing" and "Cheque – Without Printing". Users are required to issue one voucher for each of the individual staff payroll with "Cheque – With Printing" or "Cheque – Without Printing" payment method. A batch of staff payrolls can be grouped under the same payroll voucher with "Autopay" payment method where all these payrolls are to be included in the same autopay file (refer to *2.3.2 Payroll Voucher - Generate Autopay File*).

📖   Pre-requisites

1. Payroll entries must have been captured in "Capture Staff for Payroll" function and the corresponding payroll vouchers have not yet been generated.

2. The net payment of all the selected staff must be larger than zero.

3. Provident fund contributions of all the selected staff must be larger than or equal to zero.

4. The voucher number to be created has not yet been used before.

5. For "Cheque – With Printing" payment method, bank ledger must be tied to an appropriate bank cheque format and set to use "Cheque Printing" (Please refer to *Common Setup – COA Maintenance – Bank Information*).

6. For "Autopay" payment method, bank ledger must be tied to an appropriate bank autopay format (Please refer to *Common Setup – COA Maintenance – Bank Information*).

🖰   User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Payroll]** on the left menu.

2. Click the **[Payroll Voucher]** tab.

3. Select an appropriate **Payroll Month**.

4. Select an appropriate **Payment Method**.

5. Select the checkbox next to the staff. Users can select one or more staff to prepare payroll voucher at the same time.

6. Click the **[Generate Payroll Voucher]** button. The system will redirect to **Voucher Details** page.

7. Select an appropriate **Voucher Type**. It is recommended that the users should select "Payroll Voucher (PR)" for the payroll voucher.

8. Enter the **Voucher No.**:

   a. If the selected voucher type has been set to use system auto-generate voucher number, 'Auto' will appear in the voucher number textbox by default. There is a total of 13 digits for the auto-generate voucher number. (e.g. PR03/01-00001 where "03/01" represents January 2003, and "00001" represents that this is the first voucher of year 2003. The system will automatically go to 00002 for the second voucher of year

2003 under the same voucher type. This sequence number will be reset when creating new voucher of the next year (refer to *Common Setup – Voucher Type Maintenance for details*). Users can use the auto-generate number or they can enter their own voucher number by overwriting the word 'Auto'.

b. If auto-generate voucher number option has not been selected:

   i. Voucher number must be unique throughout the system. Please ensure that the same voucher number will not be repeated for other vouchers in future.

   ii. As payroll is usually paid monthly, users may consider to put the year in the first four digits and month in the consecutive two digits of the voucher number, for example YYYYMMNNNN (value: 200301V001) where YYYY represents the 'Year', MM represents the 'Month' and NNNN represents the 'Voucher No.'. There are 10 digits for users to manually input the voucher number.

   iii. Voucher Prefix will be added in front of the voucher number input by users. Upon saving of voucher, the number of digits will become 12 because 2 digits of voucher prefix are appended at the beginning of the voucher number by the system. (e.g. PR200301V001)

9. Fill in the **Voucher Date** and **Voucher Particulars**.

10. By default, the system will select the default bank ledger code (refer to *Voucher Type Maintenance in Common Setup Module*) of the selected voucher type. Users can also choose another bank ledger code for the payroll voucher.

11. Fill in the Bank Ledger Information (Credit):

a. If the payment method is "Autopay", users may fill in **Bank Particulars** if necessary. If users leave **Bank Particulars** field blank, it will be the same as **Voucher Particulars** by default.

b. If the payment method is "Cheque – With Printing", user may fill in **Bank Particulars**, if necessary. By default, **Bank Particulars** will be the same as **Voucher Particulars**. Users are required to fill in **Payee name**. **Cheque Number** is not required to fill in because the system will provide the cheque number automatically after the cheque has been successfully printed and confirmed.

c. If the payment method is "Cheque – Without Printing", users may fill in **Payee Name**, **Cheque No**. and **Bank Particulars**. All these fields are optional. By default, Bank Particulars is the same as Voucher Particulars.

12. The system has already created a set of accounting lines in the voucher based on (i) the staff payroll items amount and account code of the selected payroll; (ii) the provident fund contribution of the selected payroll; (iii) the reimbursement item added in the selected payroll, (iv) the staff payroll cost allocation in the selected payroll and (v) the Staff Reimbursement Setting of the corresponding accounting year prepared in *2.2.6 – Maintain Staff Reimbursement Item Setting*.

13. Fill in Particulars of each of the accounting lines, if necessary. By default, it will be the same as Bank Particulars.

14. Click the **[Save As Unposted]** button to save the voucher.

15. The system will perform budget check upon saving the payroll voucher if the budget of the accounting year has been approved (please refer to Bookkeeping Module User Manual for details).

    a. If the budget check option is set to "warning", a warning message will be displayed and the voucher saving action will carry on if any of the accounting line amounts exceeds the budget amount.

b. If budget check option is set to "Error", an error message will be displayed and the voucher saving action will be aborted, if any of the accounting line amounts exceeds the budget amount.
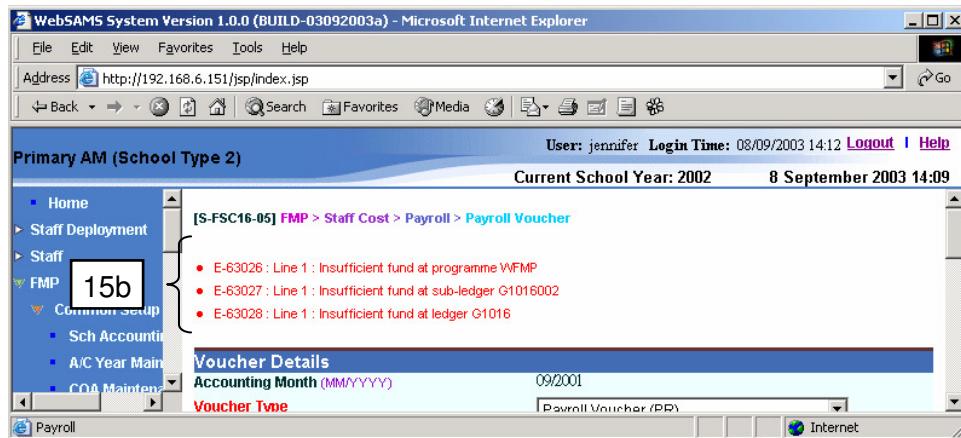

The warning / error message will specify the area, i.e. programme, sub-ledger, ledger, or OEBG General Domain, where the accounting line amounts exceed the budget amount (refer to *Bookkeeping - Budget Check* for details).

  Post-effects

1. If users create a voucher with system auto-generate number, new voucher record will be created with the voucher number in the format of <Voucher Type Prefix> YY/MM -<system sequence no.> (e.g. PR02/09-00001).

2. Upon saving of the voucher successfully, the system will set the following budget check status to each of the accounting lines:

   - S – Sufficient fund

   - I – Insufficient fund

   - N/A – Not applicable (e.g. No Budget check, budget not approved, asset/liability ledger).

3. The receipts and committed amount of the approved budget will be updated.

4. The corresponding staff payroll entries will be moved from **Payroll Voucher Not Yet Generated** screen to **Payroll Voucher Generated** screen upon successful generation of the corresponding vouchers. These vouchers will be displayed under the screen of "Payroll Voucher Generated" and grouped by voucher number.

5. The voucher is ready to be printed.

📖 Notes

1. If auto-generate voucher number is not set in *Common Setup – Voucher Type Maintenance*, the voucher number textbox will be blank. If auto-generate voucher number is set, wording "Auto" will be displayed in the voucher number textbox and the system will auto-generate the voucher number. However, users can still choose to manually input the voucher number by overwriting the word "Auto". The system will check whether the voucher number is unique before adopting it.

2. Once the voucher has been generated, the content of the payroll cannot be modified. If users need to modify the payroll records, it is necessary to delete and re-generate the voucher again.

3. One voucher will be generated for a batch of staff payrolls with "Autopay" payment method.

4. One voucher will be generated for each of the staff payrolls with "Cheque – With Printing" or "Cheque – Without Printing" payment method.

5. If users select more than one staff to generate payroll voucher with payment method "Cheque – With Printing" or "Cheque – Without Printing", they can click **[Next Payroll Voucher]** button after saving payroll voucher for the first staff payroll and then continue for the next staff payroll.

6. The "Budget Check Report (R-FBK045-E)" shows by how much the accounting line amounts exceed the budget amount at programme, sub-ledger, ledger, or OEBG Domain level.

7. The budget check will only be performed on accounting year with approved budget.

8. Generated payroll voucher can be retrieved under Bookkeeping Module. However, users cannot change / delete / post the payroll voucher there.

9. It should be noted that **Voucher Date** is a mandatory field in voucher details. The voucher date can be any date as long as it falls within the selected payroll month. Default date will be set on the last day of the selected payroll month.

Delete Payroll Voucher

📖 Function Description

Users can delete the generated payroll vouchers before freezing and posting the vouchers, if the corresponding payrolls need to be amended. Users can generate the voucher again after making the amendment, if necessary.

📖 Pre-requisites

1. The payroll vouchers must have been generated in Staff Cost Module and the vouchers are in "Review" status.

2. If "Cheque – With Printing" payment method is selected, the vouchers cannot be deleted if cheques have been printed and confirmed as "Successfully Printed".

🖱 User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Payroll]** on the left menu.

2. Click the **[Payroll Voucher]** tab.

3. Select an appropriate **Payroll Month**.

4. Select an appropriate **Payment Method**.

5. Click the **[Payroll Voucher Generated]** hyperlink.

6. Select the checkbox next to the voucher. Users can select one or more vouchers at the same time.

7. Click the **[Delete Payroll Voucher]** button.

📖   Post-effects

1. The generated payroll voucher will be deleted accordingly.

2. The voucher details cannot be retrieved subsequently.

3. The receipts and committed amount of the approved budget will be rolled back after deleting the vouchers.

4. Staff payroll entry will be moved from **Payroll Voucher Generated** screen to **Payroll Voucher Not Generated** screen after the corresponding voucher has been deleted. The payroll entry will then be displayed under the screen of "Payroll Voucher Not Generated". Users are allowed to generate the payroll voucher again.

5. A list of deleted vouchers will be shown in "List of Deleted Vouchers (R-FSC028-E)" report.

📖   Notes

1. The voucher number cannot be re-used after the voucher has been deleted.

Validate Payroll Voucher

  📖 Function Description

"Validate Payroll Voucher " function allows users to print "Payroll Validation Report (R-FSC001-E)" report. This report shows the breakdown of the payroll vouchers generated. Users should check the details of the vouchers before posting.

  📖 Pre-requisites

1. The payroll vouchers must have been generated in Staff Cost Module.

2. Adobe Acrobat Reader is required in order to view reports.

  🖰 User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Payroll]** on the left menu.

2. Click the **[Payroll Voucher]** tab.

3. Select an appropriate **Payroll Month**.

4. Select an appropriate **payment method**.

5. Click the **[Payroll Voucher Generated]** hyperlink.

6. Select the checkbox next to the voucher. Users can select one or more vouchers at the same time.


7. Click the **[Print]** button.

8. The system will pop up a new window. Users should select either group by "Account Code" or group by "Staff Code".

9. Click the **[Print]** button to preview and print the report in PDF format.

10. The system will pop up another window showing the Payroll Validation Report.

    Post-effects

1. Report preview page in PDF format will pop up.

2. Select Print function and print the report through local printer.

📖   Notes

1. Users are highly recommended to generate the report for checking before posting the voucher. After the payroll voucher is checked and considered as correct, users should proceed to freeze the payroll voucher and create the corresponding provident fund voucher before posting.

2. The same report can be retrieved in Report (refer to *2.7.3 FSC 2: Payroll - Payroll Validation Report (R-FSC001-E)*), with four formats (PDF, WORD, RICHTEXT and EXCEL) available for selection.

<u>Freeze Payroll Voucher</u>

  Function Description

"Freeze Payroll Voucher" function allows users to freeze the generated payroll vouchers before (i) generating the corresponding provident fund vouchers, (ii) posting the vouchers to General Ledger in Bookkeeping Module, and (iii) posting the provident fund vouchers to General Ledger.

The purpose of freezing the payroll vouchers is to fix the payroll amount so that the payroll amount cannot be amended. The system can then base on the amount to calculate the provident fund contribution for users to further generate the corresponding provident fund voucher.

The payroll vouchers are set to be "Review" status right after being generated. Once the users freeze the payroll vouchers, the payroll vouchers will then be changed to "Freeze" status and no deletion is allowed. If the corresponding provident fund vouchers have not been generated and the payroll vouchers themselves have not been posted to General Ledger, users are allowed to unfreeze the payroll vouchers. The payroll vouchers will be changed from "Freeze" status back to "Review" status. Users may delete the payroll vouchers and further modify the payroll if necessary (refer to *Unfreeze Payroll Voucher*).

  Pre-requisites

1. The payroll vouchers must have been generated in Staff Cost Module.

2. The Payroll vouchers are in "Review" status.

  User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Payroll]** from the left menu.

2. Click the **[Payroll Voucher]** tab.

3. Select an appropriate **Payroll Month**.

4. Select an appropriate **Payment Method**.

5. Click the **[Payroll Voucher Generated]** hyperlink.

6. Select the checkbox next to the voucher. Users can select one or more vouchers at the same time.

7. Click the **[Freeze Payroll Voucher]** button.

📖 Post-effects

1. The selected vouchers will be set to "Freeze" status accordingly.

2. The selected vouchers cannot be deleted in "Freeze" status.

3. Those payroll records can be proceeded to the next steps of payroll process: (i) generating corresponding provident fund voucher; and then (ii) posting the payroll voucher to General Ledger; and subsequently (iii) posting the provident fund voucher to General Ledger.

    Notes

1. It is recommended that users should make use the "Payroll Validation Report (R-FSC001-E)" to check the generated payroll vouchers before freezing them and proceed to generate the corresponding provident fund vouchers.

2. The corresponding provident fund vouchers cannot be generated if the payroll vouchers remain in "Review" status.

3. The payroll vouchers themselves cannot be posted to General Ledger if the payroll vouchers remain in "Review" status.

Unfreeze Payroll Voucher

    Function Description

"Unfreeze Payroll Voucher" function allows users to unfreeze the generated payroll vouchers. The purpose of unfreezing payroll vouchers is to release the corresponding payroll details for amendment on payroll items, reimbursement items, provident fund contribution and cost allocation. After unfreezing the payroll voucher, users are required to delete the payroll voucher if users need to amend the corresponding payroll details.

The payroll vouchers are set to be "Review" status right after being generated. Once the users freeze the payroll vouchers (refer to *Freeze Payroll Voucher*), the payroll vouchers will then be changed to "Freeze" status. If the corresponding provident fund vouchers have not been generated and the payroll vouchers themselves have not been posted to General Ledger, users are allowed to unfreeze the payroll vouchers. The payroll vouchers will be changed from "Freeze" status back to "Review" status.

    Pre-requisites

1. The payroll vouchers must have been generated in Staff Cost Module.

2. The payroll vouchers are in "Freeze" status.

3. The payroll vouchers has not been posted.

4. The corresponding provident fund vouchers should not have been generated.

    User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Payroll]** on the left menu.

2. Click the **[Payroll Voucher]** tab.

3. Select an appropriate **Payroll Month**.

4. Select an appropriate **Payment Method**.

5. Click the **[Payroll Voucher Generated]** hyerlink.

6. Select the checkbox next to the voucher. Users can select one or more vouchers at the same time.

7. Click the **[Unfreeze Payroll Voucher]**.

📖   Post-effects

1. The selected vouchers will be set to "Review" status accordingly.

  Notes

1. If users want to amend the payroll details (payroll items, reimbursement items, provident fund contribution and cost allocation), users should delete the payroll voucher if amendments in payroll entries are required (refer to *2.3.2 Delete Payroll Voucher* for procedures of deleting payroll voucher).

Print Payroll Voucher

    📖   Function Description

This function allows users to print payroll voucher at the status of "Unposted". Posted payroll vouchers will not be listed here. Users can print out a payroll voucher under "Unposted" status and submit together with supporting documents such as bank's direct payment submission form and cheque to supervisor for checking first. After that, Principal can approve this voucher by signing on the designed position of the voucher.

    📖   Pre-requisites

1. The voucher to be printed has been saved in the system.
2. Adobe Acrobat Reader is required in order to view reports.

    🖱   User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Payroll]** on the left menu.
2. Click the **[Payroll Voucher]** tab.
3. Select an appropriate **Payroll Month**.
4. Select an appropriate **Payment Method**.
5. Click the **[Payroll Voucher Generated]** hyperlink.
6. Select the checkbox next to the voucher. Users can select one or more vouchers at the same time.

7. Click the **[Payroll Voucher Preview]** button.

📖 Post-effects

1. Voucher report preview page (in PDF format) will pop up. Select Print Function and print the report through local printer.

📖 Notes

1. Users can generate the same voucher in both payroll voucher status "Review" and "Freeze".

2. Users can access to "Payroll Voucher (Unposted / Posted) (R-FSC026-E)" report in **[Report]** and select report category "FSC1 – Vouchers and Others". Four formats (PDF, WORD, RICHTEXT and EXCEL) are available for report generation.

3. There is layout difference in the payroll voucher at different status of 'Unposted' and 'Posted'. For unposted voucher, positions for 'Prepared By', 'Checked By', and 'Approved By' signatures are designed to suit the need in the payment procedures. The followings are the layout of voucher in different status.

   a. PDF format for 'Unposted' voucher: (There are specific signing positions of "Prepared By", "Checked By" and "Approved By" at the bottom of the voucher printout.)
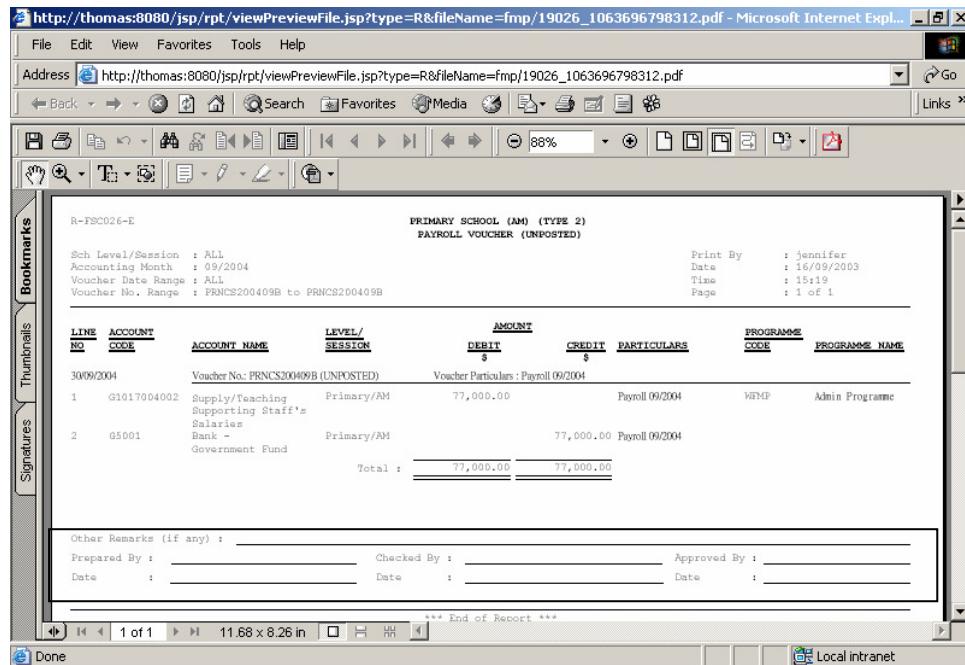
b. PDF format for 'Posted' voucher
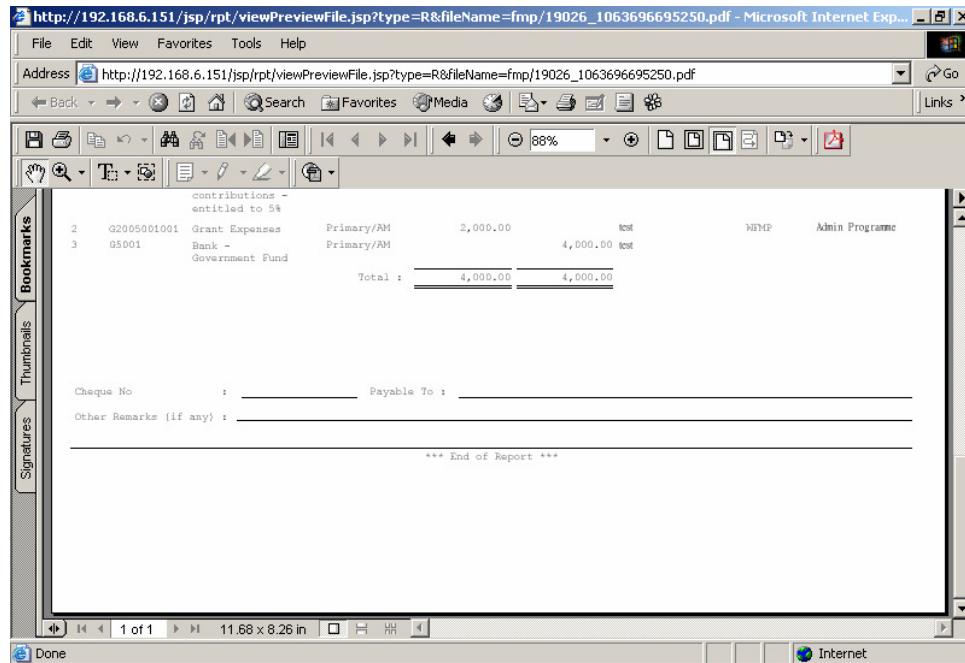
4. Deleted vouchers cannot be printed out.

Generate Autopay File

  📖 Function Description

"Generate Autopay File" function allows users to generate autopay file for a specified bank if "Autopay" payment method is set in the payroll voucher.

Users should generate the autopay file after generating the payroll voucher. They can then import the generated autopay file into the programme provided by the bank for incorporating the payroll data, hashing / scrambling and encrypting the payroll data as usual. Finally users can export the bank accepted data file from the bank's programme. Users should submit the payroll voucher printout, the "Autopay Report (R-FSC002-E)" together with the data file exported from the bank's programme and the direct payment submission form to supervisor / Principal for endorsement. After that, users can then submit the data file generated from the bank's programme and the direct payment submission form to the bank in person / through e-banking service. Finally, users should post the payroll voucher to General Ledger once the payment transaction is successfully done.

  📖 Pre-requisites

1. Payroll vouchers must have been generated but have not been posted.

2. Schools must have subscribed to the bank autopay service of any of these three banks: (i) Hong Kong and Shanghai Banking Corporation, (ii) Hang Seng Bank and (iii) Bank of East Asia.

3. Relevant autopay setting must has been properly set in *2.1.4 Autopay Setup*.

4. Relevant bank ledger must be tied to an appropriate bank autopay format (Please refer to *Common Setup – COA Maintenance – Bank Information*).

  🖰 User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Payroll]** from the left menu.

2. Click the **[Payroll Voucher]** tab.

3. Select an appropriate **Payroll Month**.

4. Select the **Payment Method** "Autopay".

5. Click the **[Payroll Voucher Generated]** tab.

6. Select a checkbox next to the voucher. Only one voucher can be selected each time for generating autopay file.
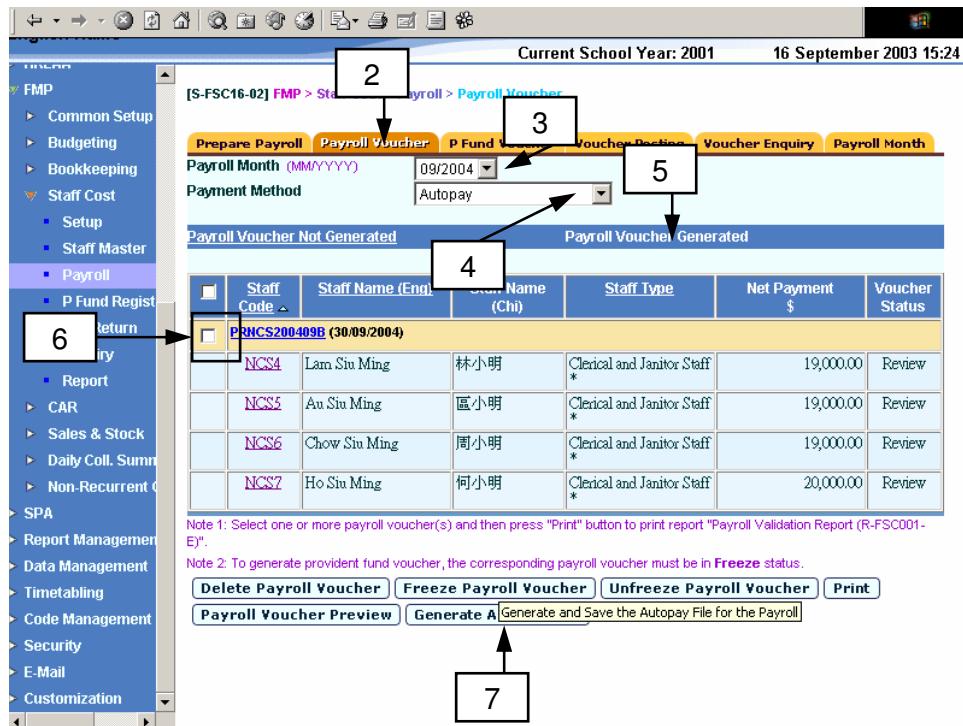
7. Click the **[Generate Autopay File]** button.

8. The system will prompt the users to save the autopay file.

9. Save the autopay file into users' computer.
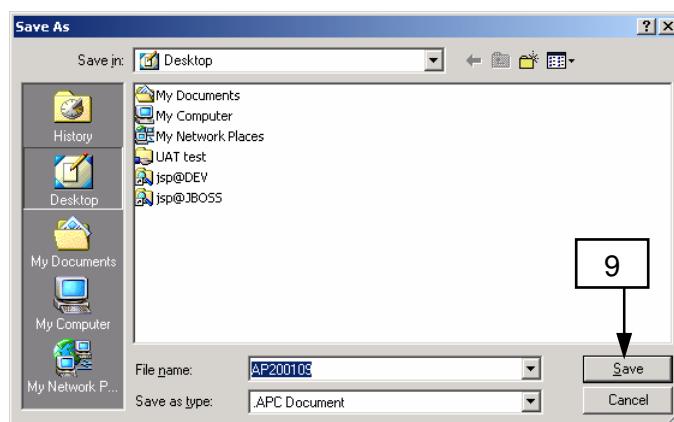
    📖   Post-effects

1. The autopay file is generated and the payroll data of staff is captured in the file. Users should then:

a. import the generated autopay file to the programme provided by the bank (MRI for HSBC and Hang Seng Bank, and MAS (Payroll) for Bank of East Asia);

b. check whether all payroll entries shown in the programme provided by the bank are complete and correct;

c. change the payment date in the programme if necessary. By default, the payment date is the same as the voucher date specified in the voucher;

d. hash / scramble and encrypt the payroll data with the programme provided by bank;

e. generate the bank accepted data file from the bank's programme;

f. fill in direct payment submission form;

g. submit the voucher printout, the "Autopay Report (R-FSC002-E)" together with the data file generated from the bank's programme and the direct payment submission form to supervisor / Principal for endorsement;

h. submit the data file generated from the bank's programme and the direct payment submission form to the bank in person / through e-banking service.

2. Once the autopay transaction is completed, user can proceed to freeze the payroll voucher and create the corresponding provident fund voucher before voucher posting.

   📖   Notes

1. Users can generate the same autopay file in both payroll voucher status of "Review" and "Freeze".

2. Despite that the system provides a mean to prepare payroll information for the programme provided by the bank (e.g. MRI for HSBC and Hang Seng Bank, and MAS (Payroll) for Bank of East Asia), users are still required to process autopay through the bank's programme as usual.

3. Users can generate the autopay file after the payroll voucher has been generated. Users may carry out the generation process again as long as the selected payroll voucher has not been posted.

Print Cheque for Payroll Voucher

    📖   Function Description

Users can create payroll voucher with payment method "Cheque – With Printing". The bank ledger of this payment voucher should be set to use cheque printing under Common Setup Module. Users can retrieve the payroll vouchers to print the cheque using cheque printing function in the Bookkeeping Module. After the cheques are printed and confirmed to be "Successfully Printed", the finance staff can pass the payment vouchers together with the successfully printed cheque to supervisor / Principal for approval.

Vouchers with payment method "Cheque – Without Printing" cannot be retrieved under this function. Users are required to manually issue a cheque together with the voucher printout and submit them to the supervisor / Principal for approval.

    📖   Pre-requisites

1. The payroll vouchers must have been generated but have not yet been posted.

2. Relevant bank ledger code has been tied to appropriate bank cheque format and set to use 'cheque printing' in Common Setup Module (refer to *Common Setup – COA Maintenance – Bank Information*).

3. Cheque forms have been mounted to the printer.

4. Cheque Number has not been used in the system.

5. Adobe Acrobat Reader is required in order to view the cheque.

   🖰   User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Payroll]** from the left menu.

2. Click the **[Payroll Voucher]** tab.

3. Select an appropriate **Payroll Month**.

4. Select the **Payment Method** "Cheque – With Printing".

5. Click the **[Payroll Voucher Generated]** tab.

6. Select a checkbox next to the voucher. Only one voucher can be selected each time for printing cheque.

7. Click the **[Print Cheque]** button.

8. The system will redirect to the **Cheque Printing** screen.

9. Fill in the next cheque number to be printed. By default, it will be set to the next available cheque number of the selected bank. Users can set their own serial number by changing the **Cheque Number** field.

10. Select the voucher by clicking the checkbox next to the Voucher No. Only one voucher can be selected for cheque printing at a time.

11. Fill in the **Cheque Date**. If the status is **New Voucher**, **Cheque Date** is defaulted as **Voucher Date**.

12. Click the **[Print]** button to print the selected cheque.

13. If the **Cheque Date** entered is earlier than the **Voucher Date**, an error message will pop up. Click **[OK]** to abort.

14. If the **Cheque Date** entered is 90 days after the **Voucher Date**, an error message will pop up. Click **[OK]** to abort.

15. If the month of **Cheque Date** is different from the month of **Voucher Date**, a warning message will pop up. Click **[OK]** to proceed to the next step, or **[Cancel]** to abort.

16. A confirmation message will pop up. Click **[OK]** button to proceed to the next step, or **[Cancel]** button to abort.

17. A cheque printout template will prompt out.

18. Place the cheque form in the printer and click the printer button to print the cheque from the printout template.

19. The system will pop up the Print Page. Users should not check the three checkboxes in the Print Page for page layout adjustment.

20. After printing the cheque:

a. If the cheque printing process is unsuccessful (e.g. paper jam), users may choose to print again by repeating the previous steps 9 – 16. The cheque for each voucher can be printed for the maximum of three times only.

b. If the cheque printed out is okay, users may click **[Confirm]** button to confirm that the selected voucher is "Successfully Printed".

c. Cheque of the payment voucher cannot be printed after trying for three times. Users should click **[Reverse]** button to reverse the payment method to "Cheque - Without Printing". Users may reverse the payment method to "Cheque – Without Printing" at any time provided that the cheque has not been confirmed as "Successfully Printed". Users can then go back to Voucher Maintenance page by clicking the **[Back]** button

and or searching for the voucher in Voucher Enquiry (refer to 2.3.5 *Voucher Enquiry*) to update the bank ledger information (cheque number, payee's name) and manually issue the cheque.

 ☐   Post-effects

1. Cheques will be printed.

2. Users can proceed to freeze the payroll voucher, and then create the corresponding provident fund voucher before posting the payroll voucher.

 ☐   Notes

1. Users can print the same cheque in both payroll voucher status of "Review" or "Freeze".

2. Cheque printing for each voucher can be tried for the maximum of three times only.

3. Cheques printed by the system (i.e. payment method "Cheque – With Printing" is selected) will be captured in the "Summary of Cheques Used (R-FBK044-E)" report. If cheque number for "Cheque – Without Printing" is input when preparing the payment voucher, this number will also be captured in the report.

4. If cheque printing of the voucher is not yet confirmed and cheque printing has been tried for less than three times, this voucher is still allowed for cheque printing (the checkbox next to the voucher number will be disabled if cheque printing is not allowed). Before printing out the cheques, users should first fill in the Cheque Number. By default, it will be set to the next available cheque number of the selected bank. Users can set their own serial number by changing the Cheque Number field. Please note that cheque number assigned via this function must be unique for each bank.

5. If the printed cheque is fine, users are required to confirm the "Print Cheque Status" of the voucher as "Successfully Printed". Only voucher with confirmed cheque printing is allowed to perform voucher posting. Once cheque printing of the voucher has been confirmed, it is not allowed to delete the voucher.

6. If cheque printing is not successful, the system allows users to re-print the cheque. Please note that the cheque number cannot be re-used. Cheque Printing for each voucher can be tried for a maximum of three times only. After trying to print out a cheque for three times, the system will not allow cheque printing for this voucher anymore.

7. Users may choose to reverse the payment method of the voucher to "Cheque - Without Printing". Users can then enter manual cheque information in Voucher Maintenance page. The voucher can be searched in Voucher Enquiry (refer to 2.3.5 *Voucher Enquiry*). Please note that once users have reversed the payment method, the system will not allow users to change it back to "Cheque - With Printing" again.

2.3.3 Provident Fund Voucher

Generate Provident Fund Voucher

📖 Function Description

"Generate Provident Fund Voucher" function allows users to generate provident fund voucher for the three types of provident fund scheme:

-   Grant / Subsidized Schools Provident Fund Scheme – Journal Voucher

-   ORSO Scheme – Payment Voucher

-   Mandatory Provident Fund Scheme – Payment Voucher

Users can issue one voucher for a batch of staff who have joined the same provident fund scheme.

📖 Pre-requisites

1. The voucher number to be created has not yet been used before.

2. The corresponding payroll voucher has been generated and set to "Freeze" status.

3. For Grant / Subsidized Schools Provident Fund Scheme, employee's contribution amount must be greater than zero.

4. For ORSO Scheme and Mandatory Provident Fund Scheme, both employee's and employer's contribution amount must not be negative amount. Either one must be greater than zero.

5. For ORSO Scheme and Mandatory Provident Fund Scheme, bank ledger must be tied to an appropriate bank cheque format and set to use "Cheque Printing" if "Cheque – With Printing" payment method is selected (Please refer to *Common Setup – COA Maintenance – Bank Information*).

🖱 User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Payroll]** from the left menu.

2. Click the **[Provident Fund Voucher]** tab.

3. Select an appropriate **Payroll Month**.

4. Select a **Fund Scheme**.

5. Select the checkbox next to the staff. Users can select one or more staff to be included in preparing provident fund voucher at the same time.

6. Click the **[Generate P Fund Voucher]** button.

7. The system will redirect to **Voucher Details** page.

    a. For Grant / Subsidized Schools Provident Fund Scheme, the system will prompt users to generate Journal Voucher to record Employee's Contribution.

    b. For ORSO Scheme and Mandatory Provident Fund Scheme, the system will prompt users to generate Payment Voucher of both Employee's and Employer's Contribution to trustee.

8. Select an appropriate Voucher Type.

    a. For Grant / Subsidized Schools Provident Fund Scheme, it is recommended that the users should select "Provident fund voucher – GSS (PJ)" for the provident fund voucher.

    b. For ORSO Scheme and Mandatory Provident Fund Scheme, it is recommended that the users should select "Provident fund voucher – ORSO & MPF (PF)" for the provident fund voucher.

9. Enter the **Voucher No**.:

    a. If the selected voucher type has been set to use system auto-generate voucher number, 'Auto' will appear in the voucher number textbox by default. There is a total of 13 digits for the auto-generate voucher number. (e.g. PJ03/01-00001 or PF03/01-00001 where "03/01" represents January 2003, and "00001" represents that this is the first voucher of year 2003. The system will automatically go to 00002 for the second voucher of year 2003 under the same voucher type. This sequence number will be reset when creating new voucher of the next year. Please refer to *Common Setup – Voucher Type Maintenance for details*). Users can use the auto-generate number or they can enter their own voucher number by overwriting the word 'Auto'.

    b. If auto-generate voucher number option has not been selected:

        i.   Voucher number must be unique throughout the system. Please ensure that the same voucher number will not be repeated for other vouchers in future.

        ii. As provident fund contribution is usually paid monthly, users may consider to put the year in the first four digits and month in the consecutive two digits of the voucher number, for example YYYYMMNNNN (value: 200301V001) where YYYY represents the 'Year', MM represents the 'Month' and NNNN represents the 'Voucher No.'. There are 10 digits for users to manually input the voucher number.

        iii. Voucher Prefix will be added in front of the voucher number input by users. Upon saving of voucher, the number of digits will become 12 because 2 digits of voucher prefix are appended at the beginning of the voucher number by the system. (e.g. PJ200301V001 or PF200301V001)

10. Fill in **Voucher Date** and **Voucher Particulars**.

11. For ORSO Scheme and Mandatory Provident Fund Scheme, fill in the Bank Ledger information (Credit).
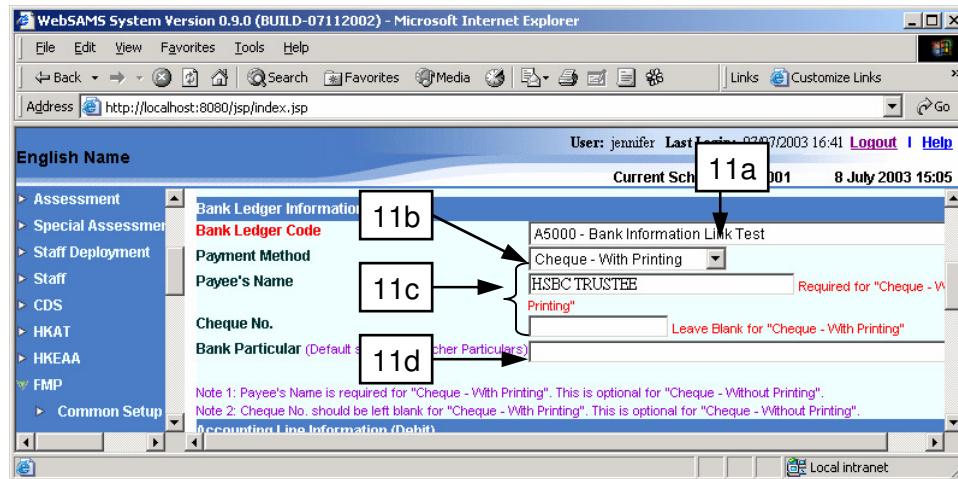
a. By default, the system will select the default bank ledger code (refer to *Voucher Type Maintenance in Common Setup Module*) of the selected voucher type. Users can also choose another bank ledger code for the provident fund voucher.

b. Select the **Payment Method**, either "Cheque – With Printing" or "Cheque – Without Printing".

c. If the payment method is "Cheque – Without Printing", **Payee Name** and **Cheque No.** are optional fields. If the payment method is "Cheque – With Printing", users must fill in **Payee Name**. **Cheque No.** is not required to fill in because the system will provide the cheque number automatically after the cheque has been successfully printed and confirmed.

d. **Bank Particulars** is an optional field. By default, it will be the same as Voucher Particulars.

12. The system has already created a set of accounting lines based on (a) the provident fund contribution of the selected payroll, and (b) the staff payroll cost allocation in the selected payroll. For Grant / Subsidized Schools Provident Fund Scheme, the contra account is defined in *2.1.1 Maintain Grant / Subsidized Schools Provident Fund Scheme General Setting.*

13. Fill in **Particulars** for each accounting lines, if necessary. For Grant / Subsidized Schools Provident Fund Scheme - Journal Voucher, it will be the same as **Voucher Particulars**, by default. For ORSO Scheme and Mandatory Provident Fund Scheme - Payment Voucher, it will be the same as **Bank Particulars**.

14. Click the **[Save As Unposted]** button to save the voucher.

15. The system will perform budget check upon saving the provident fund voucher if the budget of the accounting year has been approved (please refer to Bookkeeping Module User Manual for details).

    a. If the budget check option is set to "warning", a warning message will be displayed and the voucher saving action will carry on if any of the accounting line amounts exceeds the budget amount.

    b. If budget check option is set to "Error", an error message will be displayed and the voucher saving action will be aborted if any of the accounting line amounts exceeds the budget amount.

The warning / error message will specify in which area, i.e. programme, sub-ledger, ledger, or OEBG General Domain, the accounting line amounts exceed the budget amount (refer to *Bookkeeping - Budget Check* for details).

📖 Post-effects

1. If users create a voucher with system auto-generate number, new voucher record will be created with the voucher number in the format of <Voucher Type Prefix> YY/MM -<system sequence no.> (e.g. PJ02/09-00001 or PF02/09-00001).

2. Upon saving of the voucher successfully, the system will set the following budget check status to each of the accounting lines:

   - S – Sufficient fund

   - I – Insufficient fund

   - N/A – Not applicable (e.g. No Budget check, budget not approved, asset/liability ledger).

3. The corresponding staff records will be moved from **Provident Fund Voucher Not Generated** / **Not Required** screen to **Provident Fund Voucher Generated** screen upon successful generation of the

corresponding voucher. This voucher will be displayed under the screen of "Provident Fund Voucher Generated" and grouped by voucher number.

4. The receipts and committed amount of the approved budget will be updated.

5. The voucher is ready to be printed out.

📖 Notes

1. If auto-generate voucher number is not set in *Common Setup – Voucher Type Maintenance*, the voucher number textbox will be blank. If auto-generate voucher number is set, wording "Auto" will be displayed in the voucher number textbox and the system will auto-generate the voucher number. However, users can still choose to manually input the voucher number by overwriting the word "Auto". The system will check whether the voucher number is unique before adopting it.

2. Employer's provident fund contribution is deducted at source by EDB for Grant / Subsidized Schools Provident Fund Scheme.

3. Only "Cheque – With Printing" and "Cheque – Without Printing" payment methods are available for generating provident fund vouchers. "Autopay" payment method is only available in payroll vouchers.

4. As the employee's provident fund contribution is deducted from the payroll amount in the payroll vouchers, all information in provident fund vouchers cannot be modified after generating the payroll vouchers. If users find any mistake after the provident fund voucher has been generated, they have to delete all the related provident fund vouchers and payroll vouchers and then generate all these vouchers again.

5. Provident fund voucher required / not required to be generated:

   - If users consider that there is no need to generate the provident fund voucher for a staff, users should set the column **Generate P Fund Voucher** as "Not Required".

- If there is no need to generate a provident fund voucher for the staff, and the status has not been changed to "Not Required", users cannot close the payroll month and perform month-end closing in the Bookkeeping Module.

- In case users have selected "Not Required" to generate provident fund voucher and month-end closing has been performed in the Bookkeeping Module but users subsequently find that the provident fund voucher is required to be generated, they have to re-open the accounting month in Common Setup Module first, open the payroll month and then select "Required" to generate the provident fund voucher.

6. One voucher will be generated for a batch of selected staff who participate in the same provident fund scheme.

7. The "Budget Check Report (R-FBK045-E)" shows by how much the accounting line amounts exceed the budget amount at programme, sub-ledger, ledger, or OEBG Domain level.

8. The budget check will only be performed on accounting year with approved budget.

9. Generated provident fund voucher can be retrieved under Bookkeeping Module. However, users cannot change / delete / post the voucher there.

10. It should be noted that voucher date is a mandatory field in voucher details. Voucher date can be any date as long as it falls within the selected payroll month. Default date will be set on the last day of the selected payroll month.

Delete Provident Fund Voucher

📖 Function Description

"Delete Provident Fund Voucher" allows users to delete provident fund vouchers before posting to General Ledger if the vouchers need to be amended. Users can generate the voucher again after making payroll details amendment, if necessary.

📖 Pre-requisites

1. The provident fund vouchers have been generated, but have not been posted.

2. For payment voucher of ORSO Scheme and Mandatory Provident Fund Scheme, if "Cheque – With Printing" payment method is selected, it cannot be deleted if cheques have been printed and confirmed as "Successfully Printed".

🖰 User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Payroll]** from the left menu.
2. Click the **[Provident Fund Voucher]** tab.
3. Select an appropriate **Payroll Month**.
4. Select an appropriate **Fund Scheme**.
5. Click the **[Provident Fund Voucher Generated]** hyperlink.
6. Select the checkbox next to the voucher. Users can select one or more vouchers to be deleted.
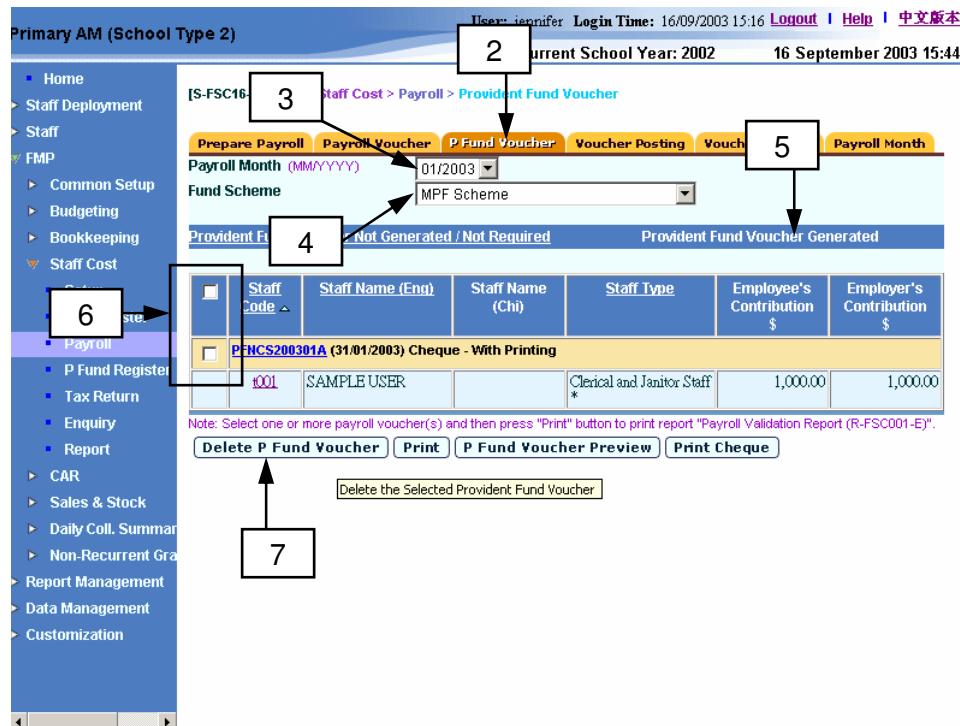
7. Click the **[Delete Provident Fund Voucher]** button.

📖 Post-effects

1. The generated provident fund voucher will be deleted accordingly.

2. The voucher details cannot be retrieved subsequently.

3. The receipts and committed amount of the approval budget will be rolled back after deleting the voucher.

4. Staff records will be moved from **Provident Fund Voucher Generated** screen to **Provident Fund Voucher Not Generated** / **Not Required** screen after the corresponding voucher has been deleted. The payroll entry will then be displayed under the screen of "Provident Fund Voucher Not Generated / Not Required". Users are allowed to generate the provident fund voucher again.

5. List of deleted vouchers will be shown in "List of Deletion Vouchers (R-FSC028-E)" report.

📖 Notes

1. The voucher number cannot be re-used after the voucher has been deleted.

Validate Provident Fund Voucher

    📖   Function Description

"Validate Provident Fund Voucher" function allows users to print "Payroll Validation Report (R-FSC001-E)" report. This report shows the breakdown of the provident fund vouchers generated. Users should check the details of the vouchers before posting.

    📖   Pre-requisites

1. The provident fund vouchers must have been generated in Staff Cost Module.

2. Adobe Acrobat Reader is required in order to view reports.

    🖰   User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Payroll]** from the left menu.

2. Click the **[Provident Fund Voucher]** tab.

3. Select an appropriate **Payroll Month**.

4. Select an appropriate **Fund Scheme**.

5. Click the **[Provident Fund Voucher Generated]** hyperlink.

6. Select the checkbox next to the voucher. Users can select one or more vouchers to be deleted.

7. Click the **[Print]** button.

8. The system will pop up a new window. Users should select either group by "Account Code" or group by "Staff Code" to view the payroll breakdown.

9. Click the **[Print]** button to preview and print the report in PDF format.

10. The system will pop up another window showing the Payroll Validation Report.

📖 Post-effects

1. Report preview page in PDF format will pop up.

2. Select Print Function and print the report through local printer.

    Notes

1. Users are highly recommended to generate the report for checking before posting the voucher.

2. The same report can be retrieved in Report (refer to *2.7.3 FSC 2: Payroll - Payroll Validation Report (R-FSC001-E)*), with four formats (PDF, WORD, RICHTEXT and EXCEL) available for selection.

Print Provident Fund Voucher

    Function Description

This function allows users to print provident fund voucher detailed information at the status of "Unposted". Posted provident fund voucher will not be listed here. Users can print out a provident fund voucher under 'Unposted' status and submit together with supporting documents such as cheque (for ORSO and Mandatory Provident Fund Scheme) or "MPF Remittance Advices (R-FSC004-E)" (Mandatory Provident Fund Scheme) to supervisor for checking first. After that, Principal can approve this voucher by signing on the designed position of the vouchers.

    Pre-requisites

1. The voucher to be printed has been saved in the system.
2. Adobe Acrobat Reader is required in order to view reports.

    User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Payroll]** from the left menu.
2. Click the **[Provident Fund Voucher]** tab.
3. Select an appropriate **Payroll Month**.
4. Select an appropriate **Fund Scheme**.
5. Click the **[Provident Fund Voucher Generated]** hyperlink.
6. Select the checkbox next to the voucher. Users can select one or more vouchers to be deleted.

7.   Click the **[Payroll Voucher Preview]** button.

📖   Post-effects

1.   Voucher report preview page (in PDF format) will pop up. Select Print Function and print the report through local printer.

📖   Notes

1.   Users can access to "Provident Fund Voucher (Unposted / Posted) (R-FSC026-E)" report in **[Report]** and select report category "FSC1 – Vouchers and Others". Four formats (PDF, WORD, Richtext and Excel) are available for report generation.

2.   There is layout difference in the provident fund voucher at different status of 'Unposted' and 'Posted'. For unposted voucher, positions for 'Prepared By', 'Checked By', and 'Approved By' signatures are designed to suit the need in the payment procedures. The followings are the layout of voucher in different status.

a.   PDF format for 'Unposted' voucher (There are specific signing positions of "Prepared By", "Checked By" and "Approved By" at the bottom of the voucher.)
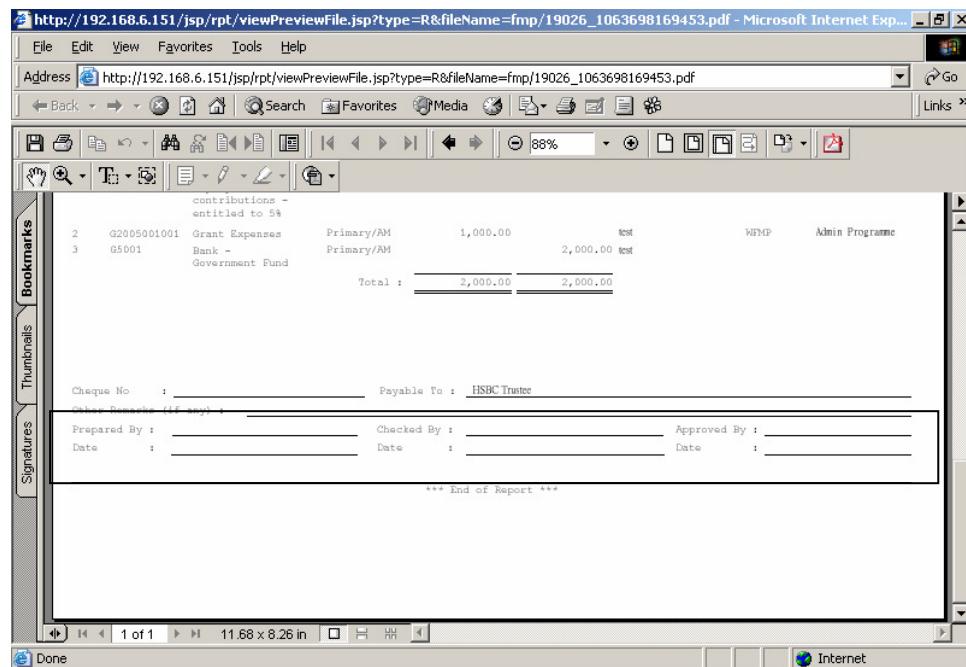
b. PDF format for 'Posted' voucher
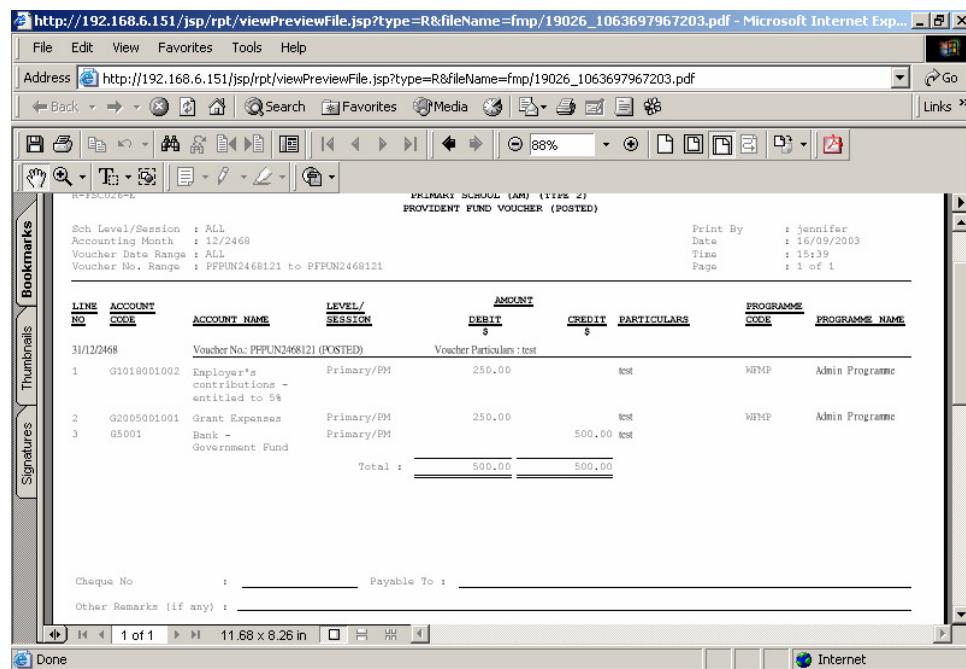
3. Deleted vouchers cannot be printed out.

Print Cheque for Provident Fund Voucher

  Function Description

Users can create provident fund voucher (ORSO Scheme – Payment Voucher and Mandatory Provident Fund Scheme – Payment Voucher) with payment method "Cheque – With Printing". The bank ledger of this payment voucher should be set to use cheque printing under Common Setup Module. Users can retrieve the payment voucher to print the cheque using cheque printing function in the Bookkeeping Module. After the cheques are printed and confirmed to be "Successfully Printed", the finance staff can pass the payment vouchers together with the successfully printed cheque to supervisor / Principal for approval.

Vouchers with payment method "Cheque – Without Printing" cannot be retrieved under this function. Users are required to manually issue a cheque together with the voucher printout and submit them to supervisor / Principal for approval.

  Pre-requisites

1. Provident Fund Voucher must have been generated, but has not been posted.

2. Relevant bank ledger code has been tied to appropriate bank cheque format and set to use 'cheque printing' in Common Setup Module (refer to *Common Setup – COA Maintenance – Bank Information*).

3. Cheque forms have been mounted to the printer.

4. Cheque Number has not been used in the system.

5. Adobe Acrobat Reader is required in order to view cheque.

  User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Payroll]** from the left menu.

2. Click the **[Provident Fund Voucher]** tab.

3. Select an appropriate **Payroll Month**.

4. Select an appropriate **Fund Scheme**, either ORSO Scheme or Mandatory Provident Fund Scheme.

5. Click the **[Provident Fund Voucher Generated]** hyperlink.

6. Select a checkbox next to the voucher. Only those vouchers with "Cheque – With Printing" should be selected and one voucher can be selected each time for printing cheque.

7. Click the **[Print Cheque]** button.

8. The system will redirect to the **Cheque Printing** screen.

9. Fill in the next cheque number to be printed. By default, it will be set to the next available cheque number of the selected bank. Users can set their own serial number by changing the **Cheque Number** field.

10. Select the voucher by clicking the checkbox next to the Voucher No. One voucher can be selected for cheque print at a time.

11. Fill in the **Cheque Date**. If the status is **New Voucher**, **Cheque Date** is defaulted as **Voucher Date.**

12. Click the **[Print]** button to print the selected cheque.

13. If the **Cheque Date** entered is earlier than the **Voucher Date**, an error message will pop up. Click **[OK]** to abort.

14. If the **Cheque Date** entered is 90 days after the **Voucher Date**, an error message will pop up. Click **[OK]** to abort.

15. If the month of **Cheque Date** is different from the month of **Voucher Date**, a warning message will pop up. Click **[OK]** to proceed to the next step, or **[Cancel]** to abort.

16. A confirmation message will pop up. Click **[OK]** button to proceed to the next step, or **[Cancel]** button to abort.

17. A cheque printout template will prompt out.

18. Place the cheque form in the printer and click the printer button to print the cheque from the printout template.

19. The system will pop up the Print Page. Users should not check the three checkboxes in the Print Page for page layout adjustment.

20. After printing the cheque:

a. If the cheque printing process is unsuccessful (e.g. paper jam), users may choose to print again by repeating the previous steps 9 – 16. The cheque for each voucher can be printed the maximum of three times only.

b. If the cheque printed out is okay, users should click **[Confirm]** button to confirm that the selected voucher is "Successfully Printed".

c. Cheque of the payment voucher cannot be printed after trying for three times. Users should click **[Reverse]** button to reverse the payment method to "Cheque - Without Printing". Users may reverse the payment method to "Cheque – Without Printing" at any time provided that the cheque has not been confirmed as "Successfully Printed". Users can then go back to Voucher Maintenance page by clicking the **[Back]** button or searching for the voucher in Voucher Enquiry (refer to 2.3.5 *Voucher*

Enquiry) to update the bank ledger information (cheque number, payee's name) and manually issue the cheque.

    Post-effects

1. Cheques will be printed.

2. The payment vouchers can be posted after cheque has been printed and confirmed as "Sucessfully Printed".

    Notes

1. Cheque printing for each voucher can be tried for the maximum of three times only.

2. Cheques printed by the system (i.e. payment method "Cheque – With Printing" is selected) will be captured in the "Summary of Cheques Used (R-FBK044-E)" report. If cheque muber for "Cheque – Without Printing" is input when preparing the payment voucher, this number will also be captured in the report.

3. If cheque printing of the voucher is not yet confirmed and cheque printing has been tried for less than three times, then this voucher is still allowed for cheque printing (the checkbox next to the voucher number will be disabled if cheque printing is not allowed). Before printing out the cheques, users should first fill in the Cheque Number. By default, it will be set to the next available cheque number of the selected bank. Users can set their own serial number by changing the Cheque Number field. Please note that cheque number assigned via this function must be unique for each bank.

4. If the printed cheque is fine, users are required to confirm the "Print Cheque Status" of the voucher as "Successfully Printed". Only voucher with confirmed cheque printing is allowed to perform voucher posting. Once

cheque printing of the voucher has been confirmed, it is not allowed to delete the voucher.

5. If cheque printing is not successful, the system allows users to re-print the cheque. Please note that the cheque number cannot be re-used. Cheque Printing for each voucher can be tried for a maximum of three times only. After trying to print out a cheque for three times, the system will not allow cheque printing for this voucher anymore.

6. Users may choose to reverse the payment method of the voucher to "Cheque - Without Printing". Users can then enter manual cheque information in Voucher Maintenance page. The voucher can be searched in Voucher Enquiry (refer to 2.3.5 *Voucher Enquiry*). Please note that once users have reversed the payment method, the system will not allow users to change it back to "Cheque - With Printing" again.

2.3.4 Voucher Posting

Payroll Voucher Posting

   📖   Function Description

"Payroll Voucher Posting" function allows users to search for unposted payroll vouchers, and prepare the posting of vouchers with status "Ready for Posting".

Payroll vouchers may have the following three status: (i) "Review", (ii) "Cheque to Print" (for payroll voucher with payment method "Cheque – With Printing") and (iii) "Ready for Posting". Vouchers with the former two status are not allowed to be posted. Users have to freeze the payroll voucher before proceeding to voucher posting. Otherwise, the status will still remain as "Review". For payroll vouchers with payment method "Cheque – With Printing" and cheques have not been printed and confirmed, the status will remain as "Cheque to Print". Payroll vouchers with payment method "Cheque – Without Printing" and "Autopay" will not have this status even if users do not provide manual cheque number in voucher details or users do not generate the autopay file respectively. Vouchers with status "Ready for Posting" can be selected to proceed voucher posting.

After the Principal has approved and signed the vouchers, users can then perform voucher posting. After posting the vouchers, the amount will be updated to General Ledger of the voucher accounting month. Editing and deleting of the posted voucher is not allowed. Users should create new Journal Vouchers for making any amendment to the posted vouchers.

   📖   Pre-requisites

1. The payroll vouchers must have been generated and frozen (i.e. in "Freeze" status) but have not yet been posted to General Ledger.

2. If payment method "Cheque – With Printing" is selected, a cheque has been generated by the system and has been confirmed as "Successfully Printed".

3. School Principal has given the approval to the vouchers by signing the hardcopy of the vouchers and cheques, if required.

📖   User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Payroll]** from the left menu.

2. Click the **[Voucher Posting]** tab.

3. Select an appropriate **Payroll Month**.

4. Click **[Payroll Voucher]** hyperlink.

5. The system will display a list of unposted payroll vouchers grouped by payment method.

6. Users may click the **[Voucher No.]** hyperlink to view a list of payroll records of the selected payroll voucher as shown below.
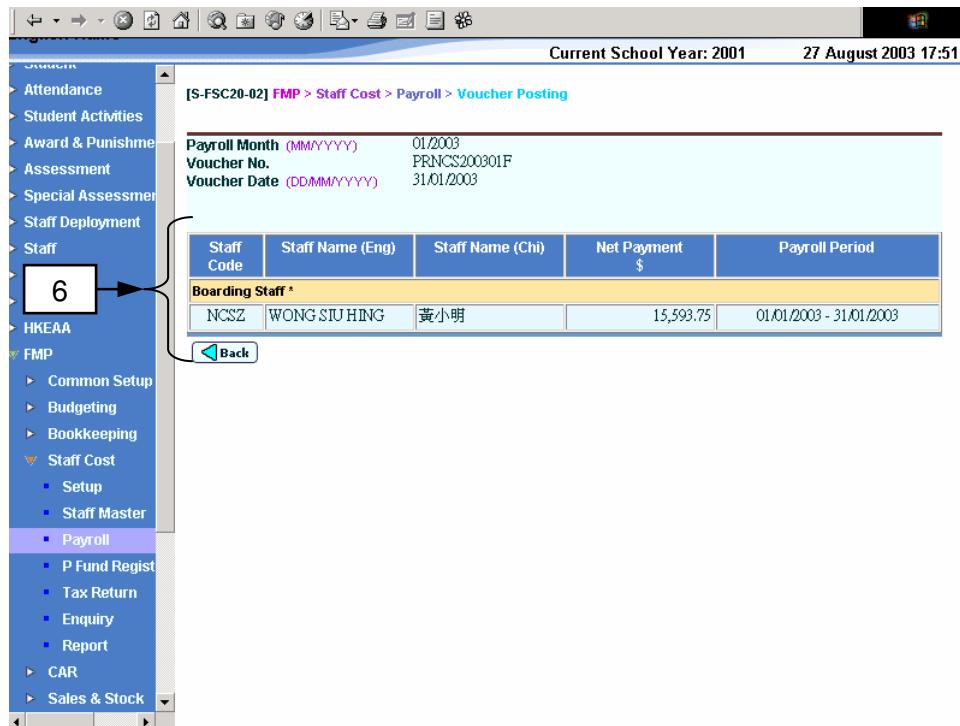
7. To post the payroll vouchers, users should select the checkbox next to the vouchers. Users can select one or more vouchers at the same time. Only checkboxes for vouchers with status "Ready for Posting" are enabled, i.e. the vouchers are allowed to be posted to General Ledger.

8. Click the **[Posting]** button.

9. A confirmation message will pop up. Click the **[OK]** button to proceed, or **[Cancel]** button to abort posting the voucher(s).

10. If users have clicked the **[OK]** button, then the selected vouchers will be posted to General Ledger. Posted voucher cannot be retrieved in this function after then. Users can search for the posted voucher in *2.3.5 - Voucher Enquiry*.

📖 Post-effects

1. Vouchers will be set to "posted" and the amount will be updated to General Ledger of the voucher accounting month.

2. Staff's income accruing for the related taxation year in Tax Return will be updated accordingly.

3. After posting the payroll vouchers, the payroll details cannot be amended even if the corresponding provident fund vouchers have not yet been generated/posted.

📖 Notes

1. Users may choose to select one or more vouchers to be posted.

2. Only vouchers with" Ready for Posting" status can be selected for posting.

3. If the payment method is "Cheque with Printing", the system will check whether the cheques have been printed and confirmed. If the cheques have

not yet been printed out yet, posting is not allowed. Voucher status will show "Cheque to Print" and the checkbox is disabled.

4. Approval by Principal:

    a) The finance staff has to print out the vouchers and cheques, and send the hardcopy to the Principal for approval before voucher posting.

    b) After the Principal has signed on the vouchers, the financial staff member can then post the vouchers.

    c) For better control purpose, it is recommended to assign the right of posting voucher to the Principal.

5. If users need to amend the payroll details before voucher posting, they are required to delete corresponding provident fund vouchers (if they have been generated), and then unfreeze and delete the payroll vouchers. After amending the payroll details, users are required to re-generate and freeze the payroll vouchers, and then re-generate the provident fund vouchers again. Therefore, it is suggested that users must make sure the corresponding provident fund vouchers are correct before posting the payroll vouchers.

6. Posted Voucher is not allowed to be deleted. Users should create a new Journal Voucher for making any amendment to a posted voucher.

Provident Fund Voucher Posting

    Function Description

"Provident Fund Voucher Posting" function allows users to search unposted provident fund vouchers, and prepare for posting of vouchers with status "Ready for Posting".

Provident Fund vouchers may have the following two status: (i) "Cheque to Print" (for provident fund voucher of ORSO Scheme and Mandatory Provident Fund Scheme which payment method "Cheque – With Printing" is selected) and (ii) "Ready for Posting". Provident fund (ORSO Scheme and Mandatory Provident Fund Scheme) vouchers with payment method "Cheque – With Printing" and cheques have not been printed and confirmed as "Successfully Printed", the status will remain as "Cheque to Print". Provident Fund vouchers (ORSO Scheme and Mandatory Provident Fund Scheme) with payment method "Cheque – Without Printing" will not have this status even if users do not provide manual cheque number in voucher details. Vouchers with status "Ready for Posting" can be selected to proceed voucher posting.
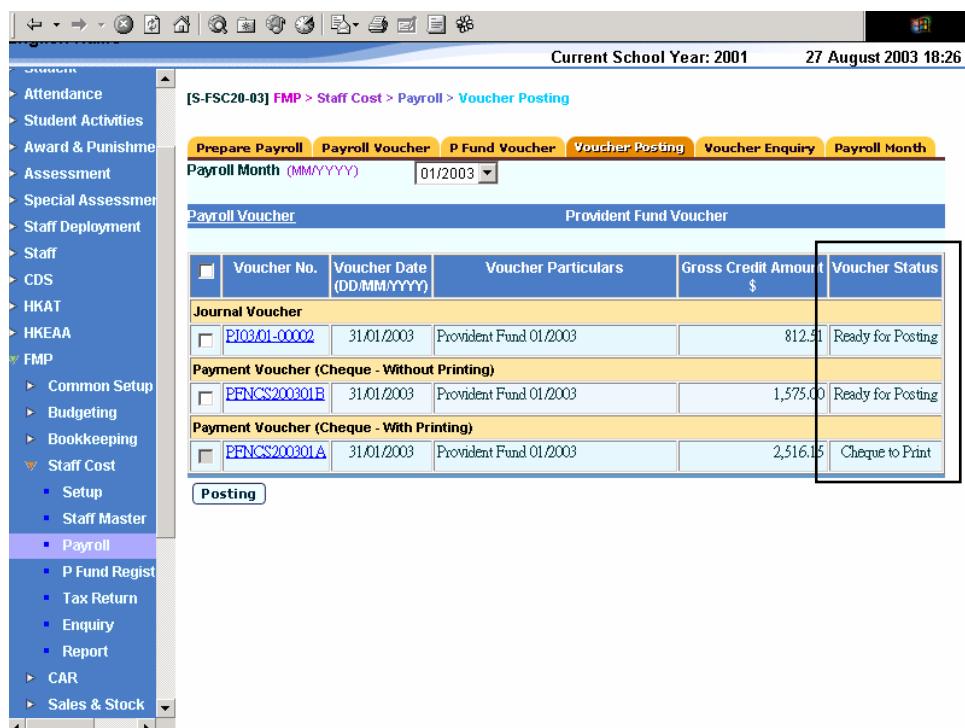
After the Principal has approved and signed the vouchers, users can then perform voucher posting. After posting the vouchers, the amount will be updated to General Ledger of the voucher accounting month. Editing and deleting of posted voucher is not allowed. Users should create a new Journal Vouchers for making any amendment to posted vouchers.

    Pre-requisites

1. The provident fund voucher must have been generated beforehand but have not yet been posted.

2. For ORSO Scheme and Mandatory Provident Fund Scheme, if payment method "Cheque – With Printing" is selected, cheques must have been generated by the system and confirmed as "Successfully Printed".

3. School Principal has given the approval to the vouchers by signing the hardcopy of the vouchers and the cheques, if required.

  User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Payroll]** from the left menu.

2. Click the **[Voucher Posting]** tab.

3. Select an appropriate **Payroll Month**.

4. Click **[Provident Fund Voucher]** hyperlink.

5. The system will display a list of unposted provident fund vouchers.
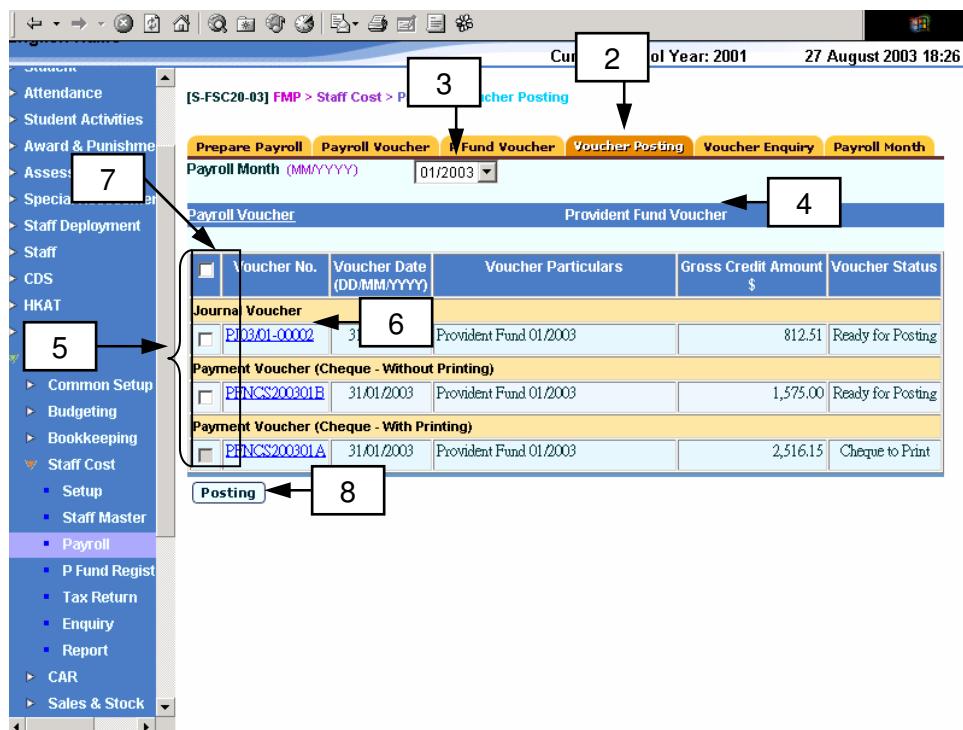
6. Users may click the **[Voucher No.]** to view a list of payroll records of the selected provident fund voucher as shown below.
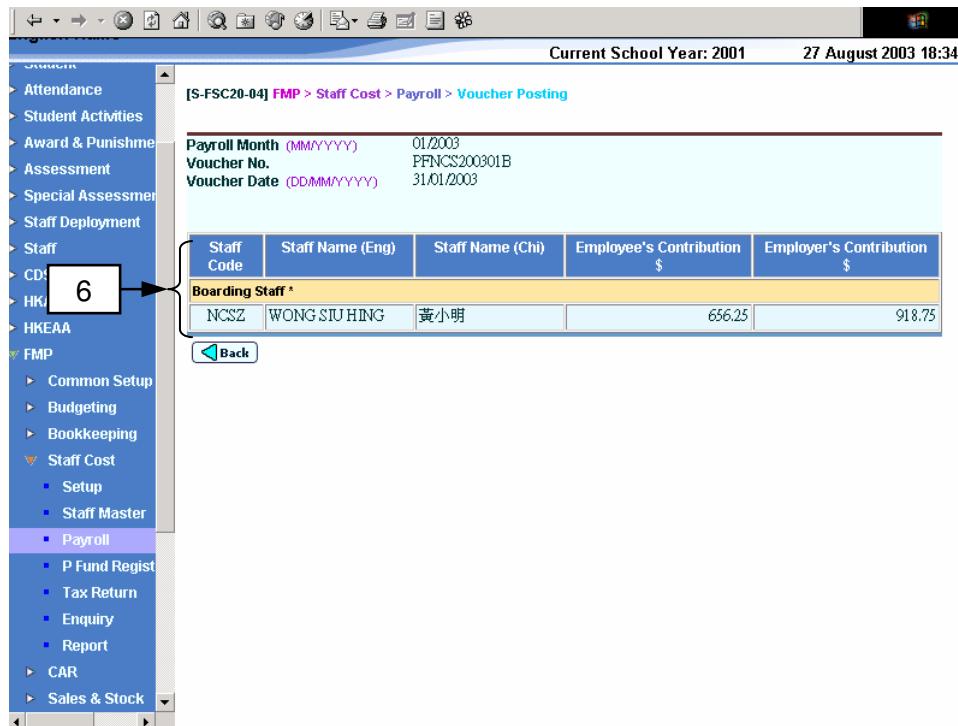
7. To post the provident fund vouchers, users should select the checkbox next to the vouchers. Users can select one or more vouchers at the same time. Only checkboxes for vouchers with status "Ready for Posting" are enabled, i.e. the vouchers are allowed to be posted to General Ledger.

8. Click the **[Posting]** button.

9. A confirmation message will pop up. Click the **[OK]** button to proceed, or **[Cancel]** button to abort posting the voucher(s).

10. If users have clicked the **[OK]** button, then the selected vouchers will be posted to General Ledger. Posted voucher cannot be retrieved in this function after then. Users can search for the posted voucher in *2.3.5 - Voucher Enquiry*.

📖 Post-effects

1. Vouchers will be set to 'posted' and the amount will be updated to General Ledger of the voucher accounting month.

2. The system will create the corresponding records for individual staff in Provident Fund Register.

3. After posting the provident fund vouchers, the payroll details cannot be amended.

📖 Notes

1. Users may choose to select one or more vouchers to be posted.

2. Only vouchers with" Ready for Posting" status can be selected for posting.

3. If the payment method is "Cheque with Printing", the system will check whether the cheques have been printed and confirmed. If the cheques have

not yet been printed out yet, posting is not allowed. Voucher status will show "Cheque to Print" and the checkbox is disabled.

4. Approval by Principal:

   a) The finance staff has to print out the vouchers and cheques, and send the hardcopy to the Principal for approval before voucher posting.

   b) After the Principal has signed on the vouchers, the financial staff member can then post the vouchers.

   c) For better control purpose, it is recommended to assign the right of posting voucher to the Principal.

5. If users need to amend the payroll details before voucher posting, both payroll vouchers and provident fund vouchers should not be posted. Moreover, users are required to delete provident fund vouchers (if they have been generated), and then unfreeze and delete the corresponding payroll vouchers. After amending the payroll details, users are required to re-generate and freeze the corresponding payroll vouchers, and then re-generate the provident fund vouchers. Therefore, it is suggested that users must make sure the corresponding payroll vouchers are correct before posting the payroll vouchers.

6. Posted Voucher is not allowed to be deleted. Users should create a new Journal Voucher for making any amendment to a posted voucher.

2.3.5 Voucher Enquiry

    Function Description

"Voucher Enquiry" function allows users to search for a list of staff payroll records with generated payroll vouchers and / or provident fund vouchers with voucher status of "Posted" and / or "Unposted".

    Pre-requisites

1. Payroll Voucher must have been generated beforehand.

    User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Payroll]** from the left menu.
2. Click the **[Voucher Enquiry]** tab.
3. Fill in the following searching criteria:
   - Payroll Month
   - Voucher No. range
   - Voucher Date range
   - Voucher Status (Selection of All, Payroll Voucher (Unposted), Payroll Voucher (Posted), Provident Fund Voucher (Unposted) and Provident Fund Voucher (Posted))
4. Click the **[Search]** button.
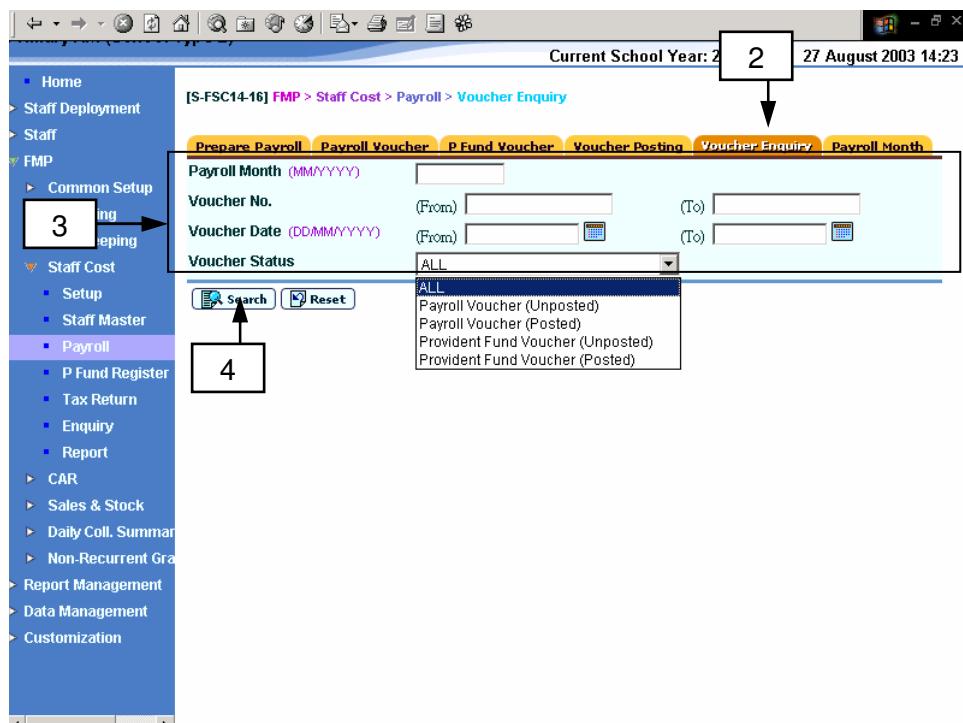
5. Users can browse through a list of staff payroll records according to the specified searching criteria.

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6. Users can view the details of payroll record of individual staff by clicking the **[Staff Code]** hyperlink. The system will redirect to payroll details page of the selected staff. Users can view (but cannot edit) the following items:

   a. Click **[Payment]** hyperlink to view (i) the summary of the payroll and (ii) the summary of provident fund contributions

   b. Click **[Payroll Items]** hyperlink to view all payroll item account codes and payroll item amounts

c. Click **[Reimbursement]** hyperlink to view reimbursement items

d. Click **[Cost Allocation]** hyperlink to view the cost allocation
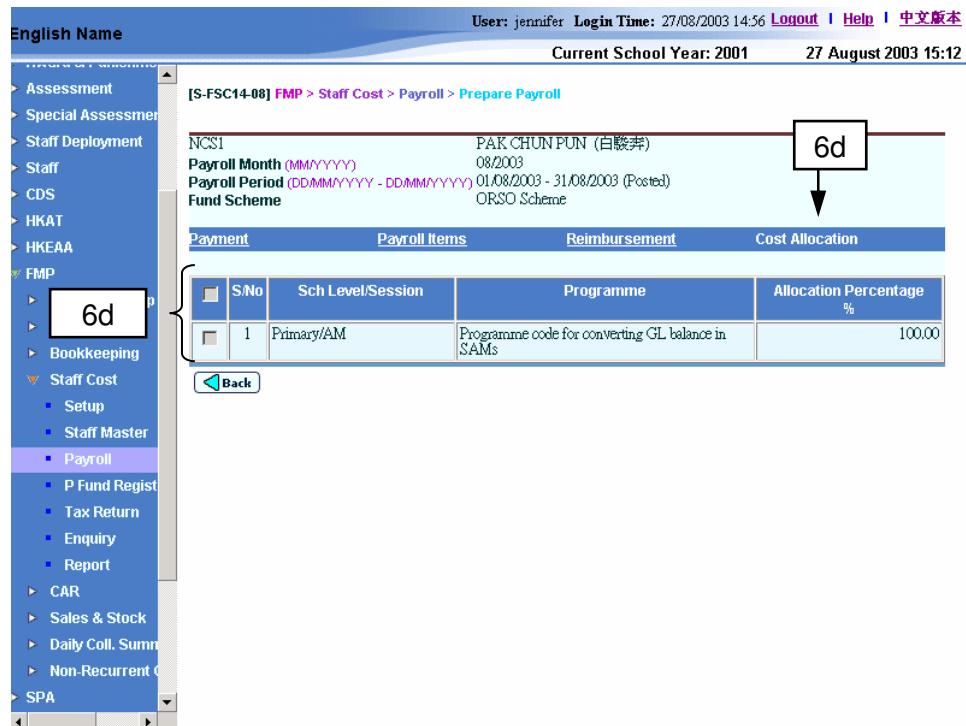
7. User can view the details of payroll voucher and / or provident fund voucher of individual staff by clicking the **[Voucher No.]** hyperlink. The **Voucher Details** page will be displayed. If the voucher is not yet posted and the payment method is "Cheque – Without Printing", users may edit the Bank Ledger Information (Credit) for payment vouchers. Click **[Save Voucher]** button to save the change.

8. User may print out the voucher on this page by clicking the **[Preview & Print]** button.

  Post-effects

1. List of staff payroll records according to the specified searching criteria will be displayed.

  Notes

1. If users leave all input fields blank and click **[Search]** button, the system will list out all the staff payroll records with payroll vouchers and provident fund vouchers in all status.

2.3.6 Maintain Payroll Month

    📖   Function Description

"Maintain Payroll Month " function allows users to view and update the status of any payroll month created.

When users create a new accounting year in Common Setup, the system will automatically create the corresponding twelve payroll months. By default, the payroll months are set to be "Closed" and users are not allowed to change the payroll month status until accounting month in Common Setup is opened. When users open the accounting month in Common Setup, the corresponding payroll month will become editable. Users are allowed to open the payroll month in order to prepare payroll for that payroll month. After finished preparing all payrolls, users are required to close the payroll month after posting the vouchers to General Ledger. Users can then perform month end process in Bookkeeping Module. If Bookkeeping Module is not effective, the system will close the same accounting month in Common Setup Module when users close the payroll month in this function.

    📖   Pre-requisites

1. To open a payroll month, the corresponding accounting year and accounting month must be opened in Common Setup Module.

2. If the month-end closing in Bookkeeping Module has been done, the status of payroll month will turn into display mode. In case users need to use the payroll function of that accounting month, they have to re-open the accounting month in Common Setup – Accounting Year Maintenance.

3. When users set the payroll month status to "Closed", the system will prompt an error message if (i) there is any payroll entry captured in the system where its payroll voucher has not been prepared and posted or (ii) provident fund voucher is required for the payroll but the voucher has not been prepared and posted.

    📖   User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Payroll]** from the left menu.
2. Click the **[Payroll Month]** tab.
3. Select an appropriate **Accounting Year**. The status of the twelve payroll months will be displayed. Only status of payroll month where its corresponding account month is opened in Common Setup Module can be changed.
4. Change the status of payroll month.
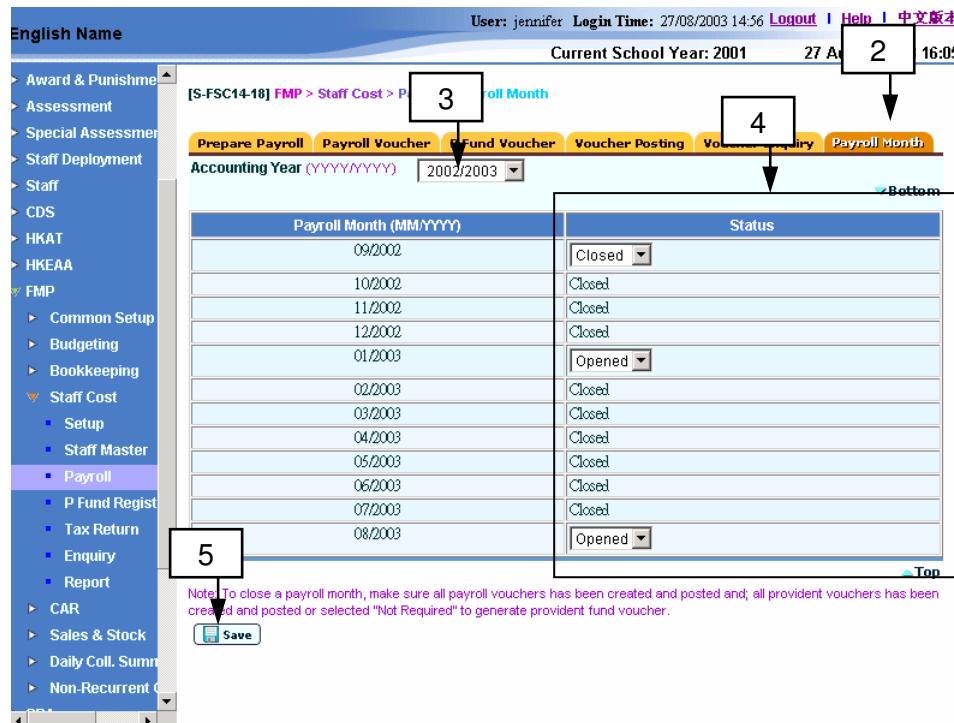
5. Click **[Save]** button.

6. If there is any payroll entry under preparation in the payroll month to be closed, the system will abort the updating action. The following screen shows that there is payroll record under preparation in the payroll month 01/2003 and 08/2003. Updating status of these payroll months is aborted. The rest of other payroll month will proceed in updating the status if no payroll is under preparation.
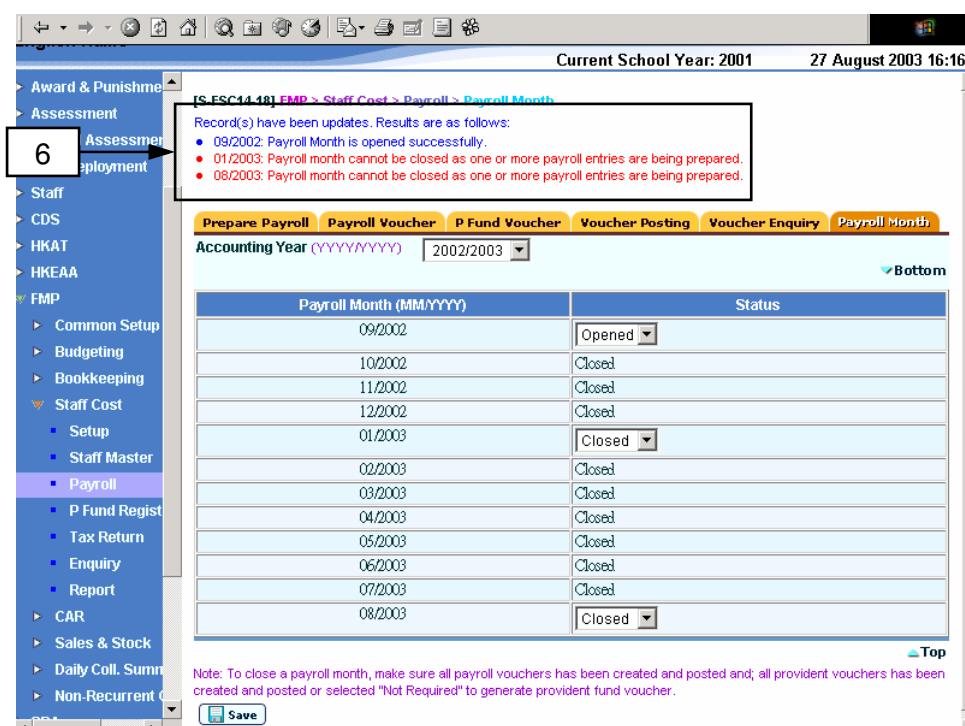
📖   Post-effects

1. After setting the status to "Closed", users are not allowed to add and amend any payroll entry of the payroll month.

📖   Notes

1. Users should close the payroll month before they can perform month-end closing in the Bookkeeping Module.

2. After closing the payroll month, users may re-open it (by changing the payroll month with status) provided that month-end closing has not yet been performed in Bookkeeping Module. Otherwise users have to re-open the accounting month in Common Setup Module.

3. If Bookkeeping Module is not effective, after payroll month has been closed, the payroll month cannot be re-opened and the corresponding accounting month will also be closed in Common Setup Module. Users have to re-open the accounting month in Common Setup Module before re-opening the payroll month.

4. A maximum of three accounting months can be opened concurrently under one accounting year in Common Setup Module. That is, at most three payroll months in the same accounting year can be set to "opened" at the same time.

5. Once the final year-end closing has been carried out in the Bookkeeping Module, users cannot open payroll months and capture staff record for payroll anymore.

2.4   Provident Fund Register

2.4.1 Maintain Provident Fund Register

   Function Description

Maintain Provident Fund Register" function allows users to (i) view all the
registered provident fund transactions; (ii) make adjustment on the registered
provident contribution; (iii) register dividend / interest received from the
participated provident fund scheme and; (iv) register other miscellaneous
amount received / charged.

   Pre-requisites

1. The staff either had participated or is current participating in one of the
    provident fund schemes.

   User Procedures

1. Click **[FMP]→[Staff Cost]→[P Fund Register]** from the left menu.

2. Before this page is launched, the system will capture the created, amended
    or deleted staff information from Staff / Staff Deployment Module. All the
    transactions from Staff / Staff Deployment Module will be validated and
    updated to Staff Cost Module accordingly. All actions will be logged and
    users can print the "Interface Log File (Transaction from Staff / Staff
    Deployment Module) (R-FSC015-E)" report on the data captured as
    described in *2.2.12 Print Log*.
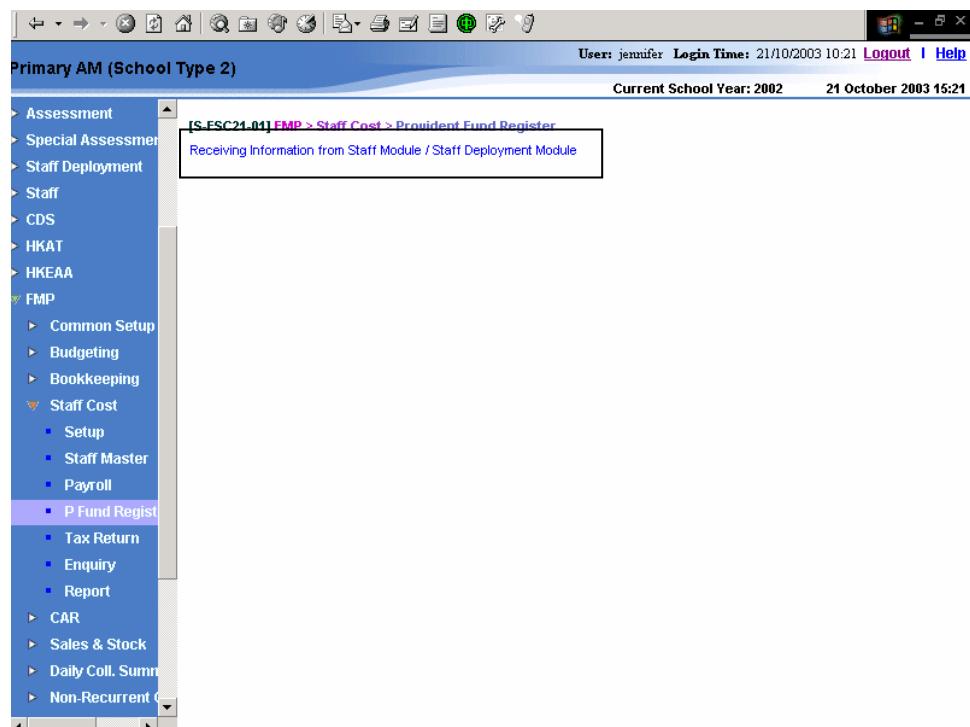
3. Users can perform Staff Mapping as described in *2.2.10 Staff Mapping* to ensure no duplication of staff.

Search Provident Fund Register Records

4. Enter the search criteria:

   - **As At Date**: the system will retrieve all provident fund transactions registered before the date specified. The default **As at Date** is system date.

   - **Staff Code**: contains all the available staff in Staff Cost Module for users to select. The default setting is "ALL".

   - **Status**: contains three status of the staff - "ALL", "Active" and "Departed". If "Active" status is selected, the system will search for those staff who are currently employed in the school or the staff who will be employed by the school in the future. The default setting is "Active".

   - **Staff Name**: allows users to enter any keywords of the staff's English name for searching.

   - **Staff Name (Chi)**: allows users to enter any keywords of the staff's Chinese name for searching.

   - **Fund Scheme**: users should select to view / edit transactions of any of the three fund schemes: "Grant / Subsidized Schools PF Scheme", "ORSO Scheme" and "MPF Scheme". The default setting is "Grant / Subsidized Schools PF Scheme".

5. Click the **[Search]** button.

6. The system will display the search result.

   a. For Grant / Subsidized Schools Provident Fund Scheme, the system will display a list of staff who have participated in this scheme together with the total employee's and employer's contribution and the total dividend received up to the specified As At Date.

b. For ORSO Scheme, the system will display a list of staff who have participated in this scheme together with the total employee's and employer's contributions, total dividend / interest received and total miscellaneous amount up to the specified As At Date.

c. For MPF Scheme, the system will display a list of staff who have participated in this scheme together with the total employee's and employer's contributions (include mandatory and voluntary contribution) and total miscellaneous amount up to the specified As At Date.

7. Click the Staff Code hyperlink to view / edit the detailed provident fund register records of the selected staff. The system will redirect to the **Detailed Provident Fund Register** page of the selected staff.

8. The upper portion of the **Detailed Provident Fund Register** page will display the summary of provident fund register of the selected staff.

   a. For Grant / Subsidized Schools Provident Fund Scheme, the summary includes: (i) the brought forward balance of contribution from the previous employment; (ii) the brought forward balance of dividend received from the previous employment; (iii) the total contribution up to the specified **As At Date**; (iv) the total dividend received up to the specified **As At Date**; (v) the carried forward balance of contribution; and (vi) the carried forward balance of dividend received.

b. For ORSO Scheme, the summary includes: (i) the brought forward balance of contribution from the previous employment; (ii) the brought forward balance of dividend / interest received from the previous employment; (iii) the brought forward balance of miscellaneous amount from the previous employment; (iv) total contribution up to the specified **As At Date**; (v) total dividend / interest received up to the specified As At Date; (vi) the total miscellaneous amount up to the specified **As At Date**; (vii) the carried forward balance of contribution; (viii) the carried forward balance of dividend / interest received; and (ix) the carried forward balance of miscellaneous amount.

c. For Mandatory Provident Fund Scheme, the summary includes: (i) the brought forward balance of contribution from the previous employment; (ii) the brought forward balance of miscellaneous amount from the previous employment; (iii) the total contribution up to the specified **As At Date**; (iv) the total miscellaneous amount up to the specified **As At Date**; (v) the carried forward balance of contribution; and (vi) the carried forward balance of miscellaneous amount.

9. The bottom part of the page will display all the provident fund transactions registered in Staff Cost Module up to the specified **As At Date**.

   a) Grant / Subsidized Schools Provident Fund Scheme:

   b) ORSO Scheme:

c) Mandatory Provident Fund Scheme:

Add Provident Fund Register Record

10. If users want to add an adjustment register record or to register dividend / interest received and miscellaneous amount received / charged, they can fill in the provident fund register detailed information in the middle of the page.

   a. For Grant / Subsidized Schools Provident Fund Scheme, users should fill in the following information:

     - Register Date

     - Contribution Adjustment for both employee and employer

     - Dividend Received

     - Remarks

   b. For ORSO Scheme, users should fill in the following information:

     - Register Date

     - Contribution Adjustment for both employee and employer

     - Dividend/Interest Received for both employee and employer

     - Miscellaneous Amount for both employee and employer

     - Remarks

c. For Mandatory Provident Fund Scheme, users should fill in the following information:

-   Register Date

-   Contribution Adjustment for both employee and employer

-   Miscellaneous Amount

-   Remarks

11. Click the **[Add]** Button.

<u>Update Provident Fund Register Record</u>

12. If users want to update register record, they can click the hyperlink of the Register Date. Only records registered via this function can be updated.

13. The provident fund register detailed information will be shown in the middle of the page.

a. For Grant / Subsidized Schools Provident Fund Scheme, users can update the following information:

-   Contribution Adjustment for both employee and employer

- Dividend Received

- Remarks

Register Date cannot be updated.

b. For ORSO Scheme, users can update the following information:

- Contribution Adjustment for both employee and employer

- Dividend/Interest Received for both employee and employer

- Miscellaneous Amount for both employee and employer

- Remarks

Register Date cannot be updated.

c. For Mandatory Provident Fund Scheme, users can update the following information:

- Contribution Adjustment for both employer and employee

- Miscellaneous Amount

- Remarks

Register Date cannot be updated.

14. Click the **[Save]** button.

Delete Provident Fund Register Record

15. If users want to delete adjustment register record, they can select the checkbox of the adjustment register records. Users can select one or more register records at the same time. Only records registered via this function can be deleted.

a. Grant / Subsidized Schools Provident Fund Scheme:

b. ORSO Scheme:

c. Mandatory Provident Fund Scheme:

16. Click the **[Delete]** button.

☷   Post-effects

1.   The carried forward amount will be updated accordingly.

☷   Notes

1.   Contribution adjustments registered via this function will not affect the provident fund contribution registered via posting the provident fund voucher (refer to *2.3.4 – Voucher Posting*).

2.   There are two kinds of register records: manually added adjustment register records via this function and system-created register records by posting the provident fund voucher.

   a.   For those system-created register records, the register date is the same as the voucher date of the provident fund voucher. The corresponding voucher number will be shown in Remarks column for reference. It is not allowed to adjust or delete this kind of register record manually as information is generated from the posted provident fund voucher in Payroll (refer to 2.3.4 – *Voucher Posting*).
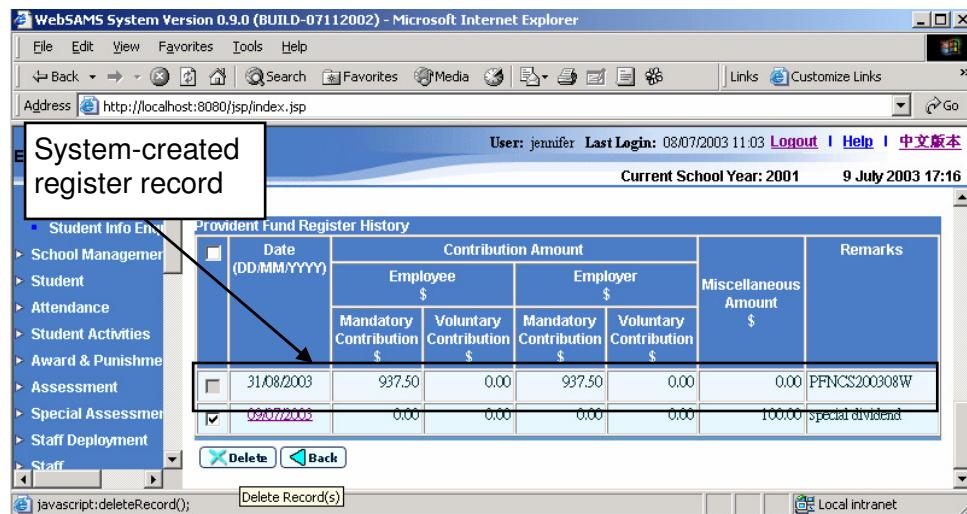
b. For those adjustment register records manually added via this function, the amount will not affect the General Ledger in Bookkeeping Module. It is suggested to record the corresponding changes in books of account in respect of the contribution by way of Bookkeeping voucher.

3. For those system-created register records, the provident fund voucher can only be captured once per staff under each employment in a payroll month through the provident fund voucher under Payroll function.

4. Users can add only one manual adjustment register record each day.

2.5   Tax Return

2.5.1 <u>Maintain and Generate Tax Return</u>

   📖   Function Description

Schools are under the obligations of the Inland Revenue Ordinance to (i) furnish an annual return of remuneration of employees within one month from the date of issue, which is normally in April of each year; and (ii) submitted Employer's Tax Return IR56B records to the Inland and Revenue Department (IRD).

If users use the payroll function in Staff Cost Module, the payroll amount of each staff in payroll voucher will be automatically captured to Tax Return for preparation of generate Employer's Tax Return IR56B after the taxation year. User is allowed to adjust the amount.

"Maintain and Generate Tax Return" function allows users to adjust tax return information and taxable items of individual staff and then generate (i) the Employer's Tax Return IR56B records for all employees in softcopy, (ii) the control list in respect of the Employer's Tax Return IR56B records submitted and (iii) the Employer's Tax Return IR56B records for all employees in hardcopy from the system.

   📖   Pre-requisites

1. In order to maintain and generate tax return, the selected taxation year must be in "Review" status. If the selected taxation year is in "Freeze" status, users can only view the tax return information.

2. In order to generate tax return, users have to fill in information properly in *2.1.3 Tax Information Setup*.

3. Staff must be employed by the school in the selected taxation year (during April – March).

4. The checkbox in the column of "Tax Return Required" should be checked for staff required to generate Tax Return.

   📖   User Procedures

1. Click **[FMP]→[Staff Cost]→[Tax Return]** on the left menu.

2. Before this page is launched, the system will capture the created, amended or deleted staff information from Staff / Staff Deployment Module. All the transactions from Staff / Staff Deployment Module will be validated and updated to Staff Cost Module accordingly. All actions will be logged and users can print the "Interface Log File (Transaction from Staff / Staff Deployment Module) (R-FSC015-E)" report on the data captured as described in *2.2.12 Print Log*.
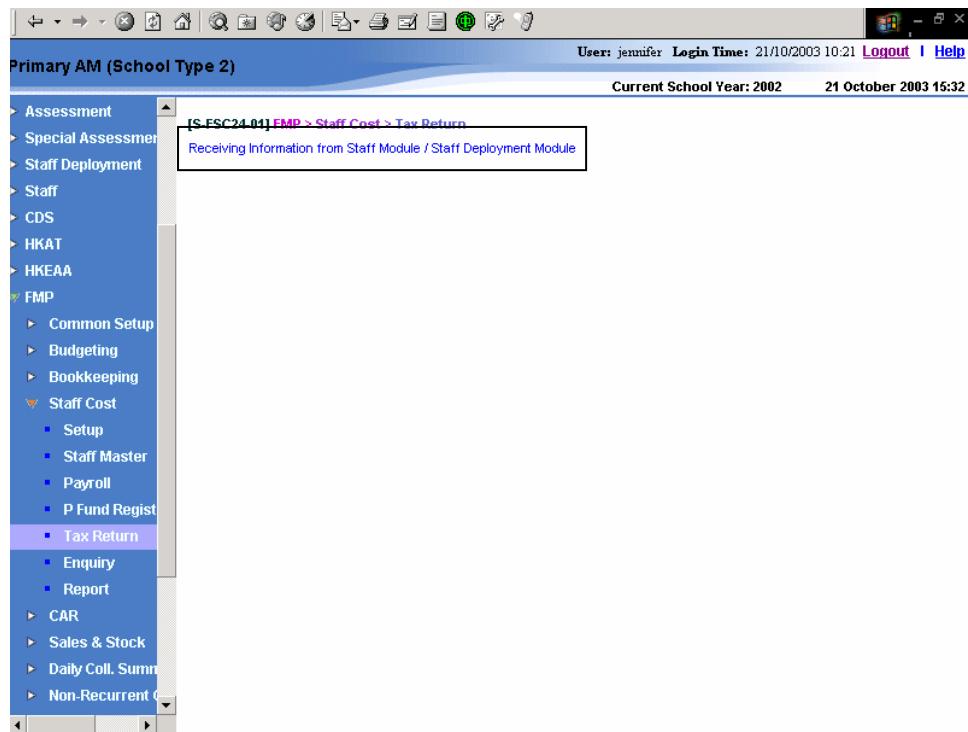
3. Users should perform Staff Mapping as described in *2.2.10 Staff Mapping* so as to ensure no duplication of staff.
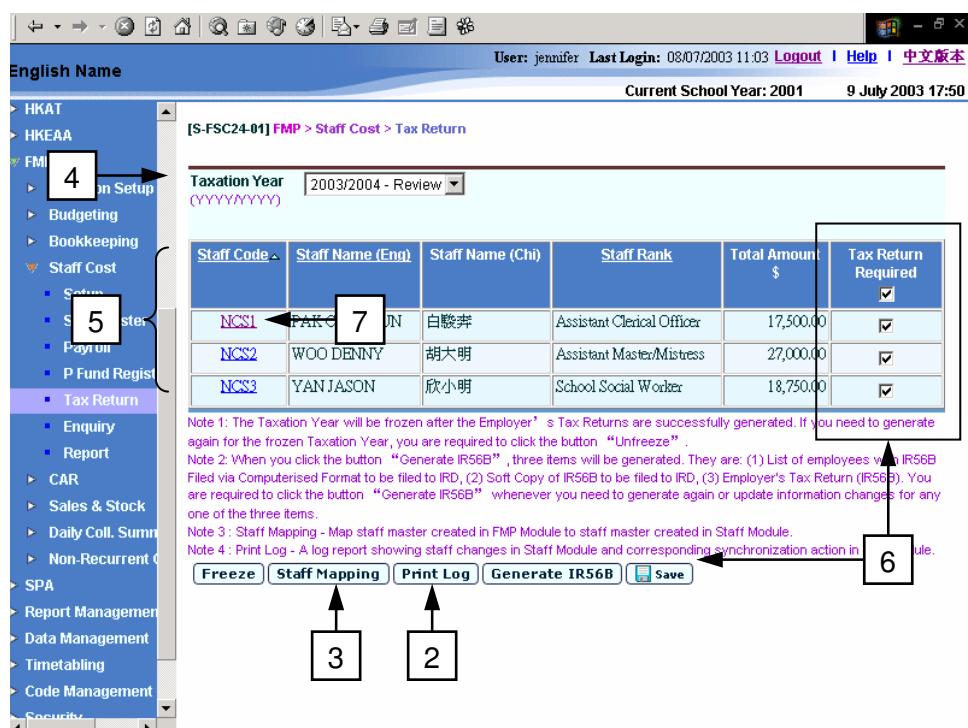
Maintain Tax Return

4. Select the **Taxation Year**.

5. The system will display a list of staff for the selected **Taxation Year**.

6. Users can generate Employer's Tax Return IR56B for a single staff or a group of staff by checking the **Tax Return Required** checkbox on the right and then click the **[Save]** button. By default, it is not "checked".

7. Click the **Staff Code** hyperlink to view / edit tax return information of the selected staff.

Maintain Tax Return - Staff Basic Information

8. The system will redirect to the **Maintain Tax Return Information** page of the selected staff. By default, the **Staff Basic Information** will be shown.

9. Users can view the staff basic information retrieved from Staff Master.

10. If the staff record is transmitted from Staff / Staff Deployment Module, users can perform staff synchronization to synchronize data from Staff / Staff Deployment Module as described in *2.2.11 Staff Synchronization*.

11. Staff Rank retrieved from Staff Master will be selected by default. If the Staff Rank displayed is correct for tax return purpose, there is no need to fill in the **Edit Staff Rank**. Users can select another Staff Rank from the drop-down list box. If there is no suitable rank from the drop-down list box, users can enter the desire rank in the field **Edit Staff Rank**. Click the **[Save]** button to save the edited data. The newly selected / input Staff Rank will not overwrite the setting in Staff Master.

12. The information provided on this screen will be captured as the following Employer's Tax Return IR56B items:

    - Item 2: Surname of employee or pensioner, Other name in full and Full name in Chinese;

    - Item 3: HK Identity Card Number or Passport Number and Country of Issue;

    - Item 4: Sex;

    - Item 5: Marital Status

    - Item 6: Full name of Spouse and Spouse's HK Identity Card Number or Spouse's Passport Number and Country of Issue (If employee is married);

    - Capacity in which employed (Staff Rank).

Maintain Tax Return – Tax Return Basic Information

13. Click the **[Tax Return Basic Information]** hyperlink, the system will redirect to the **Tax Return Basic Information** page.

14. Users can update the following items of tax return basic information of the selected staff:

    a. **Period of employment for the selected taxation year**

    b. **Employee Tax File No**.

    c. **Name of Principal Employer (for part time employee)**

    d. **Correspondence Address**. If users check the checkbox **Same as Residential Address**, the residential address retrieved from Staff Master above will be copied as the **Corresponding Address** automatically.

15. Particulars of income accruing for the selected taxation year are captured automatically after posting the relevant payroll vouchers for each staff within the taxation year. If users do not use the Payroll function but use Tax Return function in Staff Cost Module, they may enter the Employer's Tax Return IR56B item and Revised Amount in Tax Return directly and then save and generate tax return.

16. Users can revise the taxation amount of each taxation item by adjusting the figure under the **Revised Amount** column.

17. The information provided on the screen will be captured as the following Employer's Tax Return IR56B items:

    - Item1: Employee Tax File No.

    - Item 7: Residential Address

    - Item 8: Correspondence Address

    - Item 9(b): Name of Principal Employer (for part time employee only)

    - Item 10: Period of employment for the selected taxation year (April – March).

    - Item 11: Particulars of income accruing for the selected taxation year (April – March)

18. Click **[Save]** button.

Maintain Tax Return – Residence and Other Information

19. Click **[Residence and Other Information]** hyperlink. The system will redirect to the **Residence and Other Information** page.

20. Users can fill in the place of residence of the selected staff if it is provided by employer.

21. Users can fill in the payment information of overseas company if the employee is wholly or partly paid by an overseas company either in Hong Kong or overseas.

22. Users can fill in remarks if necessary.

23. The information provided on the screen will be captured as the following Employer's Tax Return IR56B items:

- Item 12: Particulars of Place of Residence provided

- Item 13: (i) Name and address of overseas company; and (ii) amount paid by the overseas company if the employee was wholly or partly paid by an overseas company either in Hong Kong or overseas

- Item 14: Remarks

24. Click the **[Save]** button.

Generate Employer's Tax Return IR56B

25. After checking the correctness of tax return information of all the staff who are required to submit tax return, users can generate (i) the Employer's Tax Return IR56B records for all employees in softcopy, (ii) control list in respect of the Employer's Tax Return IR56B records submitted, and (iii) Employer's Tax Return IR56B records for all employees in hardcopy from the system.

26. Click **[Generate IR56B]** button.

27. The system will perform checking on whether the information are correct and complete. If the data is incorrect or incomplete during generation of Employer's Tax Return IR56B, the Employer's Tax Return IR56B generation process will be aborted and a report window "Error List for Staff / Supply Teacher / Others with Incomplete Data in Generating Employer's Tax Return IR56B Softcopy (R-FSC025-E)" report will pop up. Users are required to correct the errors and fill in the incomplete data according to the instruction as stated in the report. Examples of errors / incomplete data are:

- Employee's residential address is not provided;

- Spouse's personal information is not provided;

- The nature of the taxable item of any other rewards, allowances or perquisites is not provided;

- Employee's HKID no. is not provided.

- Employee's HKID no. is invalid.

- Employee's surname (Eng) exceeds the acceptable data length.

- Employee's surname (Eng) contains spaces.

- Employee's full name in Chinese is not provided

- Employee's correspondence address exceeds the acceptable data length.

- Amount of (a) Salary/Wages is not within $0 - $999,999,999.99.

Error List for Staff / Supply Teacher / Others with Incomplete Data in Generating IR56B Softcopy (R-FSC025-E)
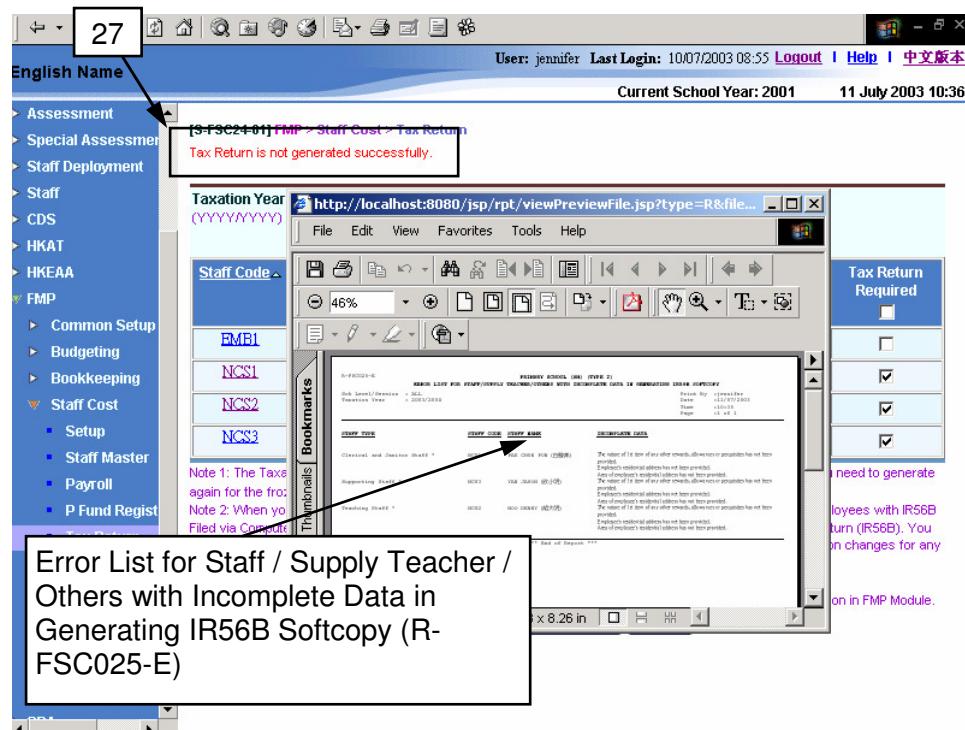
28. After correcting the error / filling in any incomplete data, users can generate tax return again.

29. If all data for generating Employer's Tax Return IR56B are filled in correctly, the system will generate the following items for tax return purpose:

    a. Softcopy of Employer's Tax Return IR56B to be filed to IRD. Users are required to save the file into a diskette for further employer's tax return submission to Inland Revenue Department.

    b. List of employees with IR56B Filed via Computerized Format to be filed to IRD (R-FSC008-E). A report window will pop up.

    c. Employer's Tax Return (IR56B) (R-FSC007-E). A report window will pop up (same window as in 29b).

    Users are required to save the file (item a) into a diskette / CD for further employer's tax return submission to Inland Revenue Department and print the report (items b and c) by clicking the printer button or save the file to local computer.
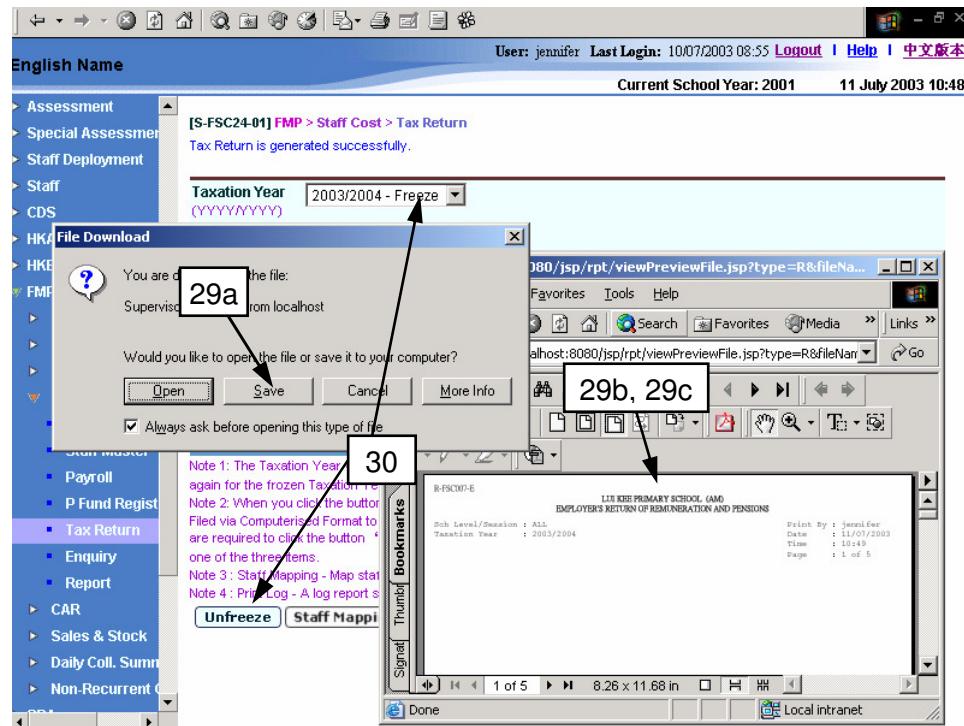
30. The Taxation Year will be frozen after the Employer's Tax Return is successfully generated. No tax return information can be modified. If users need to generate the tax return materials again for the frozen Taxation Year or modify tax return information, they are required to click the **[Unfreeze]** button.

  Post-effects

1. Any changes in tax return will not affect the corresponding staff records in Staff Cost Module and Staff / Staff Deployment Module and salary transactions kept under Bookkeeping and Staff Cost Modules. The changes are only applicable to Employer's Tax Return IR56B generation.

  Notes

1. Users are required to submit the following three items to Inland Revenue Department for tax return purpose:

   a. A list of employees with IR56B Filed via Computerised Format to be filed to IRD in hardcopy

   b. Softcopy of Employer's Tax Return IR56B filed in a diskette / CD for sending to Inland Revenue Department

   c. Duly signed B.I.R.56A form.

   For schools switch to use Staff Cost - Tax Return function in WebSAMs to generate Employer's Tax Return IR56B in the first year, users should forward a standard letter designed by Education Bureau in order to notify Inland Revenue Department the taxation year to first start using this computerized format of Employer's Tax Return IR56B. For details, please contact Education Bureau.

2. There is no need for the school to submit the hardcopy of Employer's Tax Return IR56B to the Inland and Revenue Department. Users should ask Inland Revenue Department for the latest requirement. On the other hand, the school has to distribute a copy of the Employer's Tax Return to individual staff and keep a set for reference.

2.6 Enquiry

🕮 Function Description

"Enquiry" function helps users to prepare the budget expenditure for payroll before the beginning of a school year. The allocation of staff salary payment among different programmes gives a true picture of the school's total resource allocation. Under this function, the staff cost spent under each programme in a particular year will be shown. Users can also generate the corresponding report "Staff Cost Control Report (R-FSC024-E)" in this "Enquiry" function.

🕮 Pre-requisites

1. The payroll and provident fund vouchers have been posted to General Ledger.

🕮 User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Enquiry]** on the left menu.
2. Users can search by the below criteria:
   - **School Level/Session**
   - **Accounting Year**
   - **Payroll Month** (From and To)
   - **Group By** (Account Code or Programme Code)
3. Click the **[Search]** button.
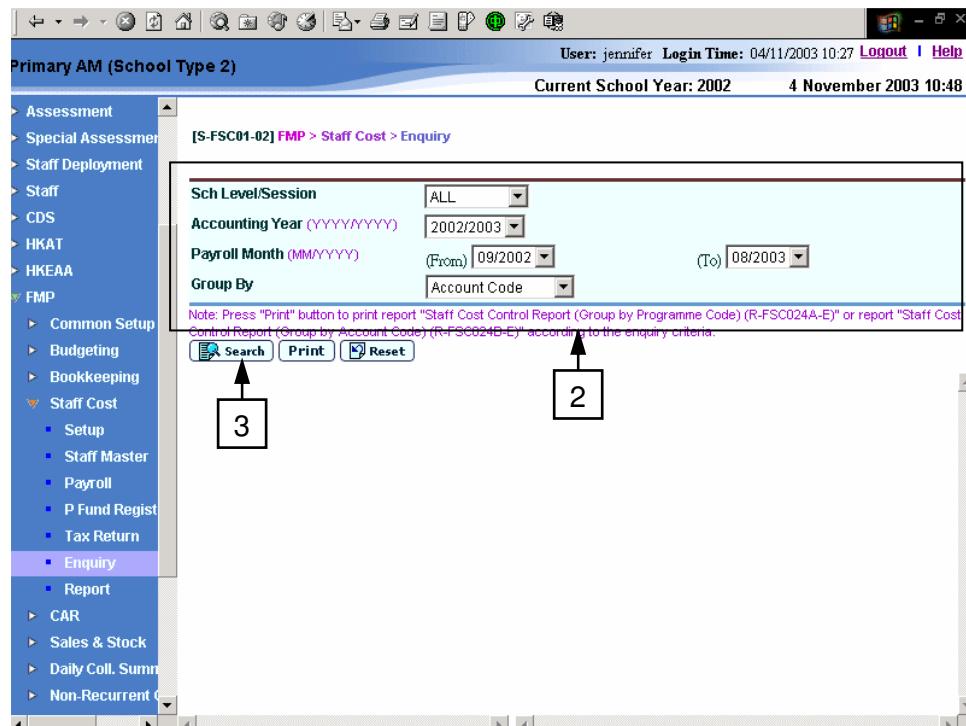
4. According to the input searching criteria, users can look into how the school allocates the payroll expenditure. To make it convenient, the screen is split into two frames. Users can horizontally scroll the left frame and right frame separately or vertically scroll the window.

5. Click the **[Print]** button to generate "Staff Cost Control Report (R-FSC024-E)" according to the enquiry criteria input on this page.

📖   Post-effects

1. School's total resource allocation will be grouped by Account Code / Programme Code for each of the payroll month specified.

📖   Notes

1. Only payroll entries with posted payroll vouchers (net of provident fund deduction) will be taken into account.

2. Reimbursement items paid to staff via payroll voucher will also be included in the amount.

2.7 Report

2.7.1 <u>Generate Report</u>

      Function Description

Users can generate Staff Cost reports to provide users with relevant Staff Cost information for record and management purposes.

      Pre-requisites

1. Adobe Acrobat Reader and Microsoft Office 2000 are required in order to view the reports.

      User Procedures

1. Click **[FMP]** → **[Staff Cost]** → **[Report]** from the left menu.
2. Users can select category and the language and then click **[Search]** button. All reports under the selected category will be displayed.
3. Click the **Report Name (ID)** hyperlink. List of built-in and user-defined report templates will be displayed.
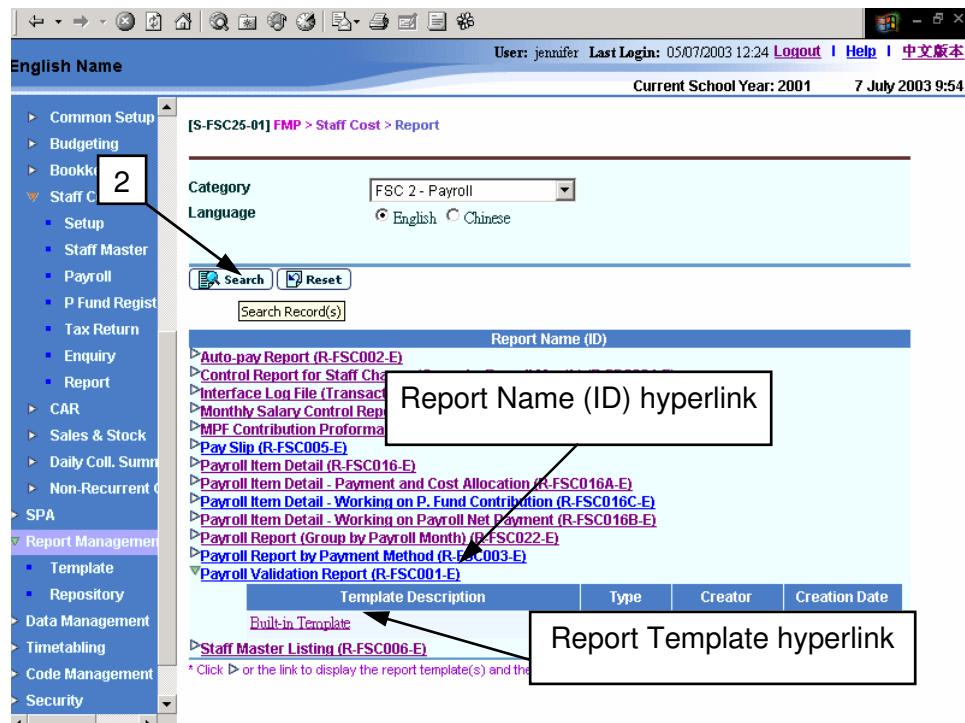
4. Click on the Report Template link to generate the report.
5. Enter the report criteria and click **[Preview & Print]** button to generate report.
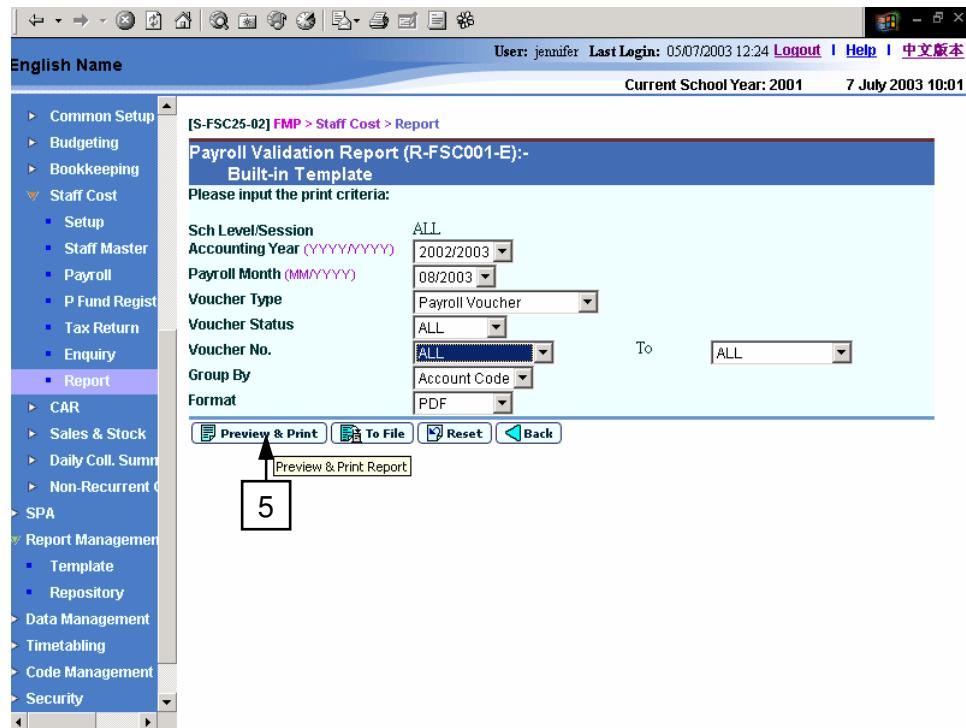
6. The selected report will be displayed in a pop-up window which allows users to preview or print it out. Users can print the report to the local print queue or save it in local hard disk from the popup window.

7. Users can choose to generate the report backend by clicking on **[To File]** button.

    a. Users are required to fill in the report description. Report will then be generated and stored in Report Management - Repository. No report window will be popped up.
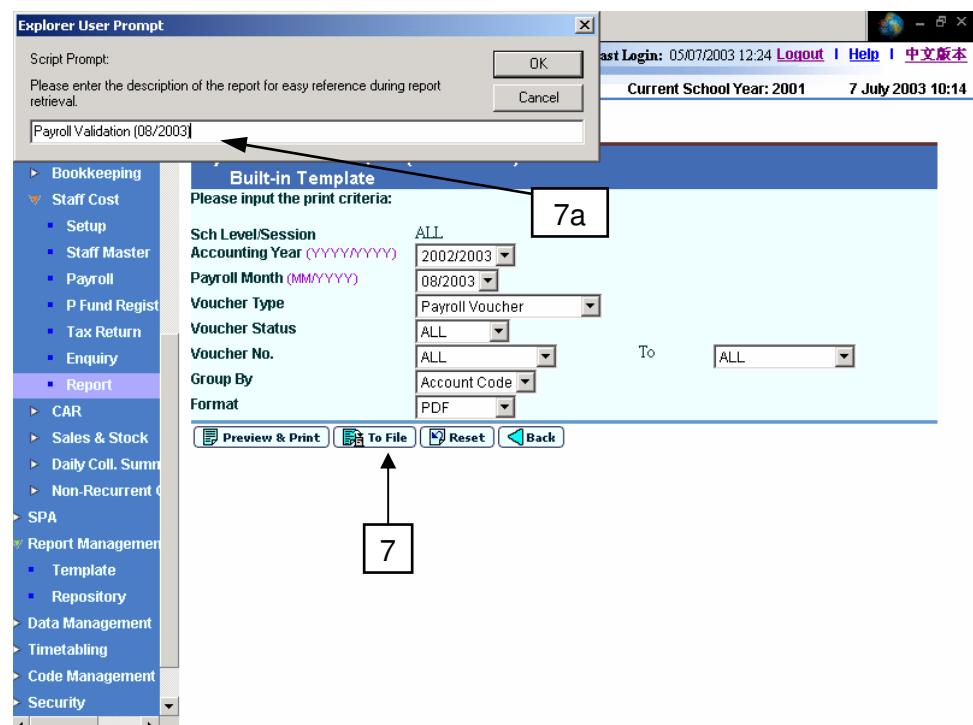
b. Users can click the hyperlink to go to Report Repository to download the report or click **[Report Management]** → **[Repository]** from the left menu to download the report later.

    📖   Post-effects

1. If users click **[Preview & Print]** button, the selected report will be displayed in a pop-up window, which allows users to preview and print.

2. If users click **[To File]** button, the selected report will be generated and stored in the Report Management – Repository. The report can be retrieved in the Report Management – Repository.

📖   Notes

1. Staff Cost reports are grouped in the following six categories.

   - ALL categories

   - FSC 1 - Voucher and Others;

   - FSC 2 - Payroll;

   - FSC 3 - Provident Fund;

   - FSC 4 - Cost Allocation;

   - FSC 5 - Annual Accounts;

   - FSC 6 - Taxation.

2. The built-in reports contained in each of the above six categories in Staff Cost (FSC) Module are listed belows:

   a. FSC 1 - Voucher and Others

      - Aided School Monthly Paysheet (R-FSC020-E)

      - Budget Check Report (R-FBK045-E)

      - List of Deleted Vouchers (R-FSC028-E)

      - MPF Remittance Advice (R-FSC004-E)

      - Payroll Voucher / Provident Fund Voucher (Unposted / Posted) (R-FSC026-E)

      - Posted Payroll Voucher / Provident Fund Voucher Transaction List (R-FSC014-E)

      - Summary of Cheques Used (R-FBK044-E)

   b. FSC 2 – Payroll

      - Autopay Report (R-FSC002-E)

      - Control Report for Staff Change (Group by Payroll Month) (R-FSC021-E)

      - Interface Log File (Transaction from Staff / Staff Deployment Module) (R-FSC015-E)

      - Monthly Salary Control Report (R-FSC023-E)

      - MPF Contribution Proforma Report (R-FSC027-E)

      - Pay Slip (R-FSC005-E)

      - Payroll Item Detail - Payment and Cost Allocation (R-FSC016A-E)

      - Payroll Item Detail - Working on Payroll Net Payment (R-FSC016B-E)

      - Payroll Item Detail - Working on Provident Fund Contribution (R-FSC016C-E)

      - Payroll Report (Group by Payment Method) (R-FSC003-E)

- Payroll Report (Group by Payroll Month) (R-FSC022-E)

- Payroll Validation Report (R-FSC001-E)

- Staff Master Listing (R-FSC006-E)

c. FSC 3 - Provident Fund

- Grant / Subsidized School Provident Fund Register (R-FSC009-E)

- List of Staff with No Provident Fund Contribution (R-FSC012-E)

- ORSO / Mandatory Provident Fund Register (R-FSC017-E)

d. FSC 4 - Cost Allocation

- Programme Time Spent Report (Group by Programme Code) (R-FSC010A-E)

- Programme Time Spent Report (Group by Staff Code) (R-FSC010B-E)

- Staff Cost Control Report (Group by Account Code) (R-FSC024B-E)

- Staff Cost Control Report (Group by Programme Code) (R-FSC024A-E)

e. FSC 5 - Annual Accounts

- Salary for Non-teaching Staff (R-FSC019-E)

- Salary for Teaching Staff (R-FSC018-E)

f. FSC 6 – Taxation

- Employer's Tax Return Form For Employee (IR56B) (R-FSC007-E)

- Error List for Staff/ Supply Teacher/ Others with Incomplete Data in Generating IR56B Softcopy (R-FSC025-E)

- List of Employees with IR56B Filed via Computerised Format (R-FSC008-E)

- Payroll Summary for Tax Return (R-FSC013-E)

3. The system will redirect to "Tax Return" if users click the report template hyperlinks: Employer's Tax Return Form For Employee (IR56B) (R-FSC007-E), List of Employees with IR56B Filed via Computerised Format (R-FSC008-E) and Error List for Staff/ Supply Teacher/ Others with Incomplete Data in Generating IR56B Softcopy (R-FSC025-E) in the category FSC 6 – Taxation or "All Categories".

4. In order to print "Payroll Summary for Tax Return" report (R-FSC013-E), users must have already selected staff in "Tax Return" for the selected Taxation Year.

5. The following specific sub-ledger code must be used as employer's contribution account code in order to correctly print out report "Aided School Monthly Paysheet (R-FSC020-E)" and "Salary for Non-teaching Staff (R-FSC019-E)".

Source of Fund Code (A to G) is selected by users, and these codes are defined by EDB.

Staff Type	ORSO Scheme	MPF Scheme

Non-Boarding Staff	(Source of Fund Code A to G) 1018001	(Source of Fund Code A to G) 1018002
Boarding Staff	(Source of Fund Code A to G) 1057001	(Source of Fund Code A to G) 1057002

6. Different reports may have different set of input criteria (refer to subsequent Chapter *2.7.2 – 2.7.7*)

7. WebSAMS report is built on PDF format with Crystal Report Application, minor alignment issue may be possibly located when printing in other formats.

2.7.2 <u>FSC 1 – Voucher and Others</u>

<u>Aided School Monthly Paysheet (R-FSC020-E)</u>

📖 Function Description

This function allows users to generate Aided School Monthly Paysheet (R-FSC020-E) based on the selected print criteria.

Only posted payroll vouchers and provident fund vouchers can be captured in this report.

Users should use the following specific sub-ledger code as employer's contribution account code in order to correctly print out this report.

Source of Fund Code (A to G) is selected by users, and these codes are defined by EDB.

Staff Type	ORSO Scheme	MPF Scheme
Non-Boarding Staff	(Source of Fund Code A to G) 1018001	(Source of Fund Code A to G) 1018002
Boarding Staff	(Source of Fund Code A to G) 1057001	(Source of Fund Code A to G) 1057002

Users must print out this report every month with signatures affixed by the persons who are entitled to payment. The signing should be witnessed by a person other than the supervisor. Then users are required to submit this report to the Education Bureau.

The following criteria can be selected from this screen to generate the report:
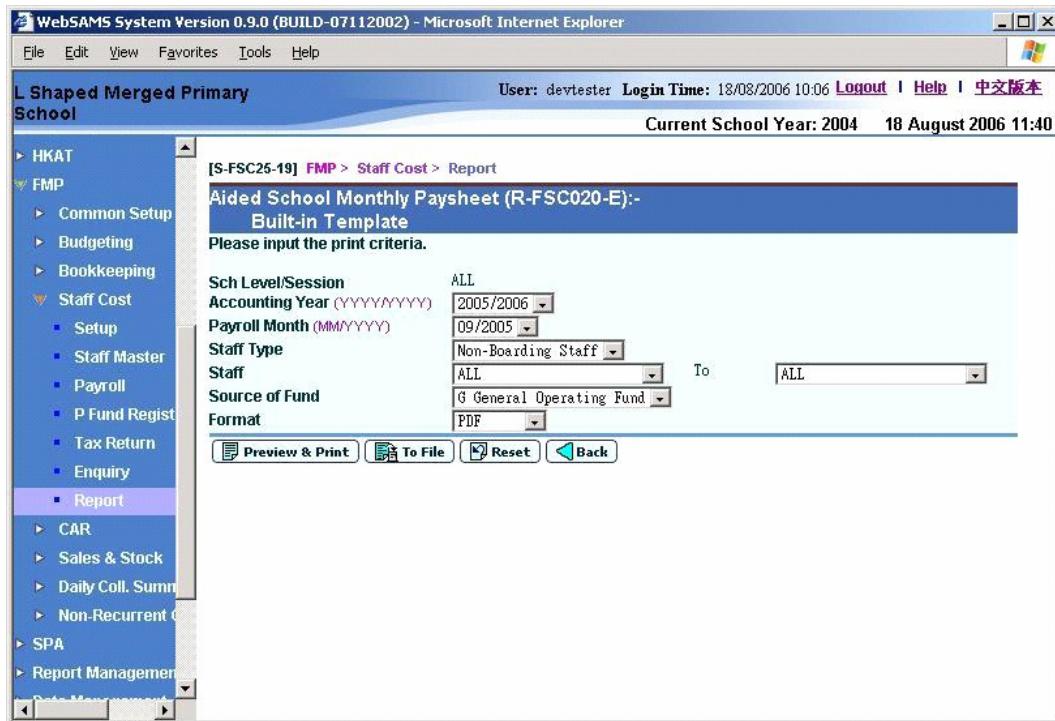
- School Level/Session

- Accounting Year

- Payroll Month

- Staff Type (Non-Boarding Staff and Boarding Staff)

- Staff Range

- Source of Fund

- Format (PDF, WORD, RICHTEXT and EXCEL)

Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button (refer to *2.7.1 Generate Report*).

Budget Check Report (R-FBK045-E)

    📖   Function Description

This function allows users to generate Budget Check Report (R-FBK045-E) based on the selected print criteria. For control purpose, this report can only be generated in PDF format.

The following criteria can be selected from this screen to generate the report:

- School Level

- School Session

- Accounting Year

- Transaction Date Range

- Format (PDF)

Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button (refer to *2.7.1 Generate Report*).

List of Deleted Vouchers (R-FSC028-E)

    Function Description

This function allows users to generate List of Deleted Vouchers (R-FSC028-E) based on the selected print criteria. For control purpose, this report can only be generated in PDF format.

The following criteria can be selected from this screen to generate the report:
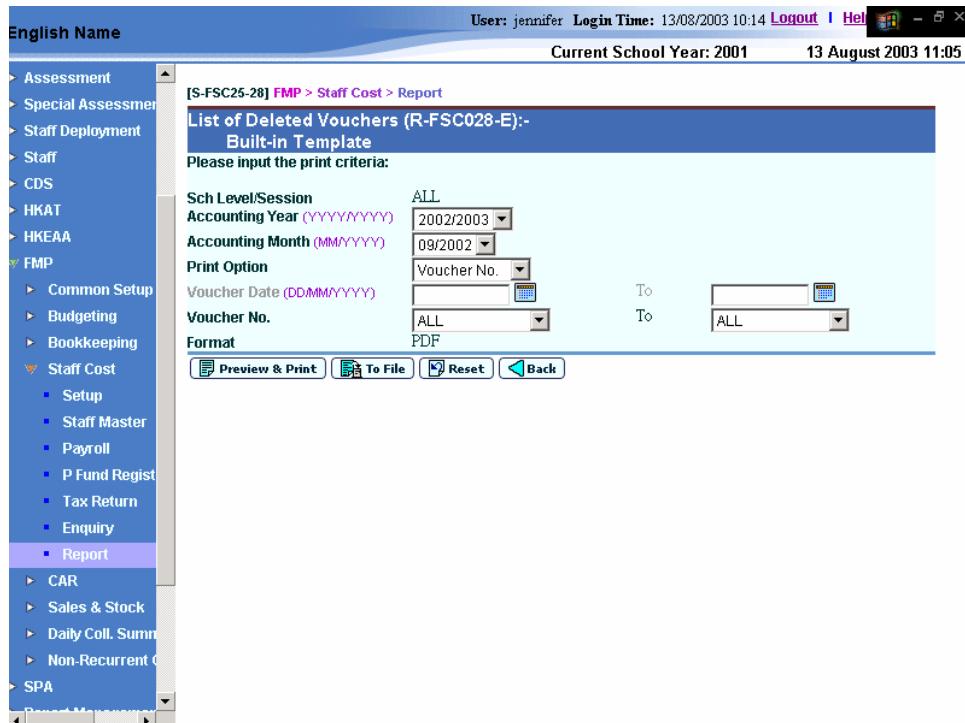
- School Level/Session

- Accounting Year

- Accounting Month

- Print Option (Voucher Date or Voucher No.)

- Voucher Date Range

- Voucher No. Range

- Format (PDF)

Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button (refer to *2.7.1 Generate Report*).

MPF Remittance Advice (R-FSC004-E)

    📖   Function Description

This function allows users to generate MPF Remittance Advice (R-FSC004-E) based on the selected print criteria.

Users must print out this report with authorized signatures and chop. They can then submit this report with payment (e.g. cheque) to the trustee of the Mandatory Provident Fund (MPF) scheme in which the school has joined.

The following criteria can be selected from this screen to generate the report:
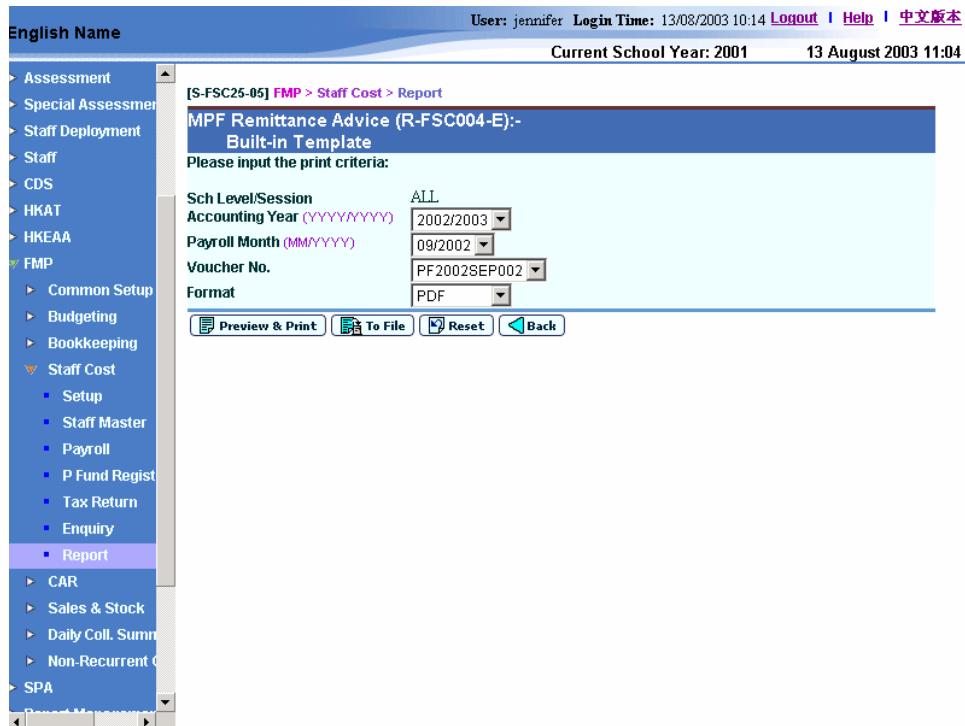
- School Level/Session
- Accounting Year
- Payroll Month
- Voucher No.
- Format (PDF, WORD, RICHTEXT and EXCEL)

Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button (refer to *2.7.1 Generate Report*).

Payroll Voucher / Provident Fund Voucher (Unposted / Posted) (R-FSC026-E)

    Function Description

This function allows users to generate Payroll Voucher / Provident Fund Voucher (Unposted/ Posted) (R-FSC026-E) based on the selected print criteria.

The following criteria can be selected from this screen to generate the report:
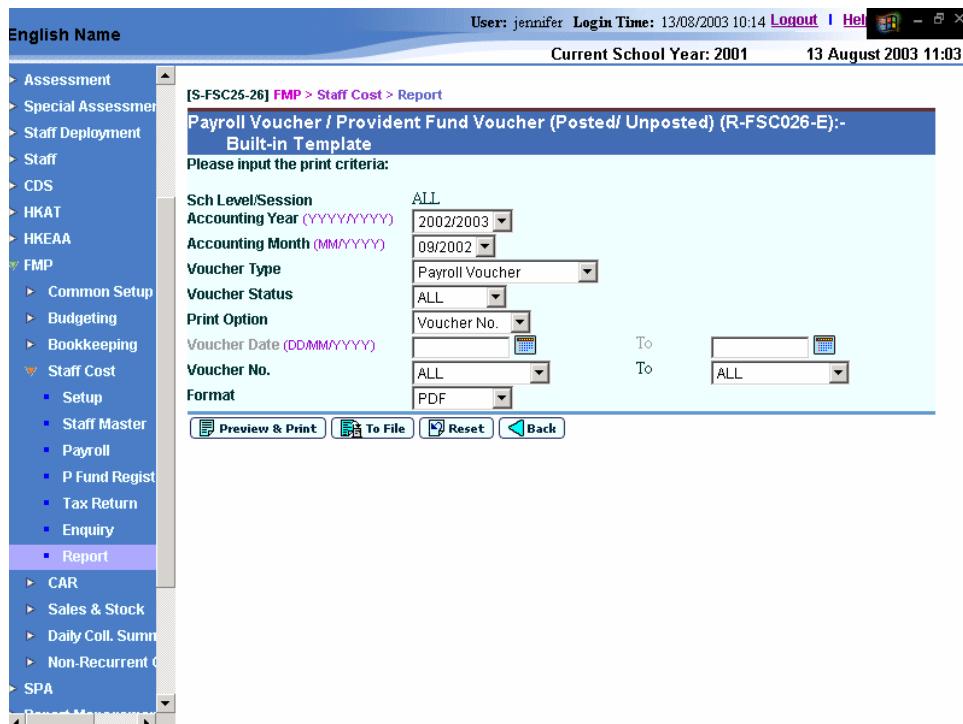
- School Level/Session
- Accounting Year
- Accounting Month
- Voucher Type (Payroll Voucher and Provident Fund Voucher)
- Voucher Status (ALL, Posted and Unposted)
- Print Option (Voucher No. and Voucher Date)
- Voucher Date Range
- Voucher No. Range
- Format (PDF, WORD, RICHTEXT and EXCEL)

Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button (refer to *2.7.1 Generate Report*).

Posted Payroll Voucher / Provident Fund Voucher Transaction List (R-FSC014-E)

  Function Description

This function allows users to generate Payroll Voucher / Provident Fund Voucher Transaction List (R-FSC014-E) based on the selected print criteria. This report can only be generated in PDF format because it is designed to capture posted voucher only.

The following criteria can be selected from this screen to generate the report:

- School Level/Session

- Accounting Year

- Accounting Month

- Voucher Type (Payroll Voucher and Provident Fund Voucher)

- Print Option (Voucher No. or Voucher Date.)

- Voucher Date Range

- Voucher No. Range

- Format (PDF)

Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button (refer to *2.7.1 Generate Report*).

Summary of Cheques Used (R-FBK044-E)

📖   Function Description

This function allows users to generate Summary of Cheques Used (R-FBK044-E) based on the selected print criteria. For control purpose, this report can only be generated in PDF format.

The following criteria can be selected from this screen to generate the report:
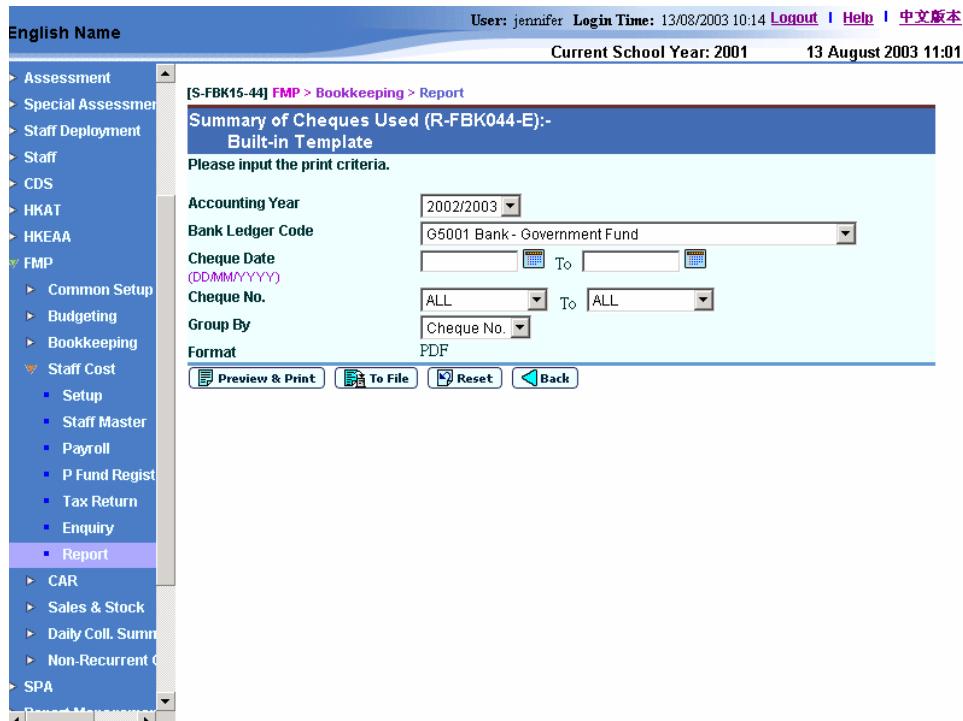
- Accounting Year

- Bank Ledger Code

- Cheque Date Range

- Cheque No Range

- Group By (Cheque No and Voucher No.)

- Format (PDF)

Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button (refer to *2.7.1 Generate Report*).

2.7.3 <u>FSC 2 – Payroll</u>

<u>Autopay Report (R-FSC002-E)</u>

  Function Description

This function allows users to generate Auto-pay Report (R-FSC002-E) based on the selected print criteria.

The following criteria can be selected from this screen to generate the report:

- School Level/Session

- Accounting Year

- Payroll Month

- Voucher No.

- Format (PDF, WORD, RICHTEXT and EXCEL)

Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button (refer to *2.7.1 Generate Report*).

Control Report for Staff Change (Group by Payroll Month) (R-FSC021-E)

📖   Function Description

This function allows users to generate Control Report for Staff Change (Group by Payroll Month) (R-FSC021-E). For control purpose, this report can only be generated in PDF format.

The following criteria can be selected from this screen to generate the report:

- School Level/Session

- Accounting Year

- Payroll Month Range

- Format (PDF)

Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button (refer to *2.7.1 Generate Report*).

Interface Log File (Transaction from Staff / Staff Deployment Module) (R-FSC015-E)

   📖   Function Description

This function allows users to generate Interface Log File (Transaction from Staff / Staff Deployment Module) (R-FSC015-E) based on the selected print criteria. For control purpose, this report can only be generated in PDF format.

The following criteria can be selected from this screen to generate the report:

- School Level/Session
- Date Range
- Format (PDF)

Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button (refer to *2.7.1 Generate Report*).

Monthly Salary Control Report (R-FSC023-E)

    📖   Function Description

This function allows users to generate Monthly Salary Control Report (R-FSC023-E) based on the selected print criteria.

The following criteria can be selected from this screen to generate the report:
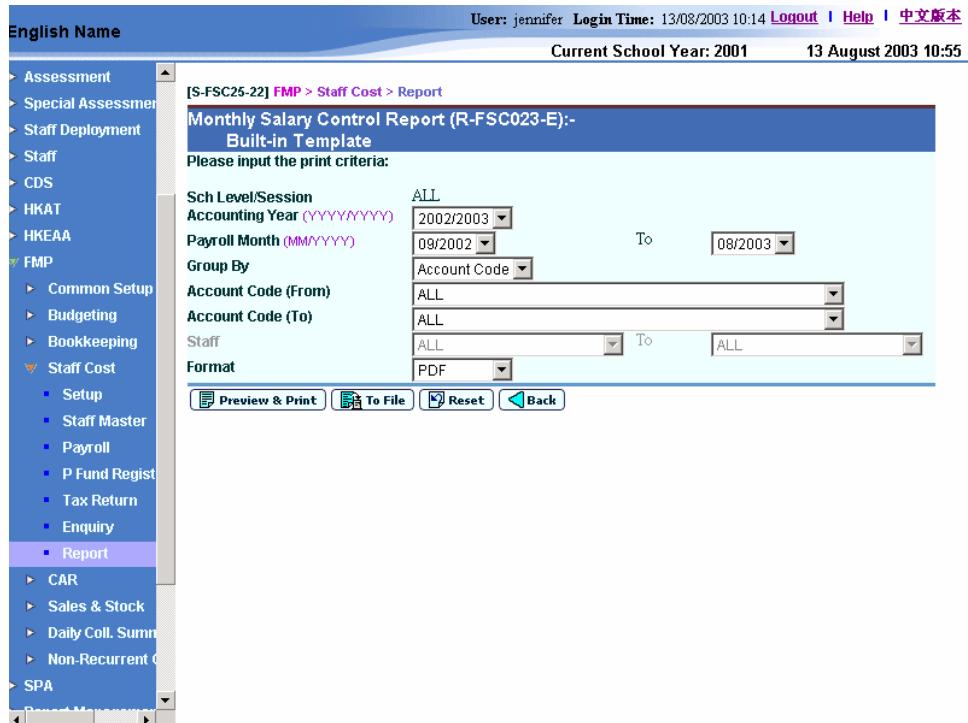
- School Level/Session
- Accounting Year
- Accounting Month
- Group By (Account Code and Staff Code)
- Account Code Range
- Staff Range
- Format (PDF, WORD, RICHTEXT and EXCEL)

Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button (refer to *2.7.1 Generate Report*).

MPF Contribution Proforma Report (R-FSC027-E)

  Function Description

This function allows users to generate MPF Contribution Proforma Report (R-FSC027-E) based on the selected print criteria.

In view of the fact that employers have statutory obligation to make contribution to MPF trustee according to Mandatory Provident Fund Scheme Ordinance, this report will serve as reminder and list out those staff who have joined Mandatory Provident Fund Scheme but no contribution has been made.

The following criteria can be selected from this screen to generate the report:

- School Level/Session

- Accounting Year

- Payroll Month Range

- Format (PDF, WORD, RICHTEXT and EXCEL)

Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button (refer to *2.7.1 Generate Report*).

Pay Slip (R-FSC005-E)

📖   Function Description

This function allows users to generate Pay Slip (R-FSC005-E) based on the selected print criteria.

The following criteria can be selected from this screen to generate the report:
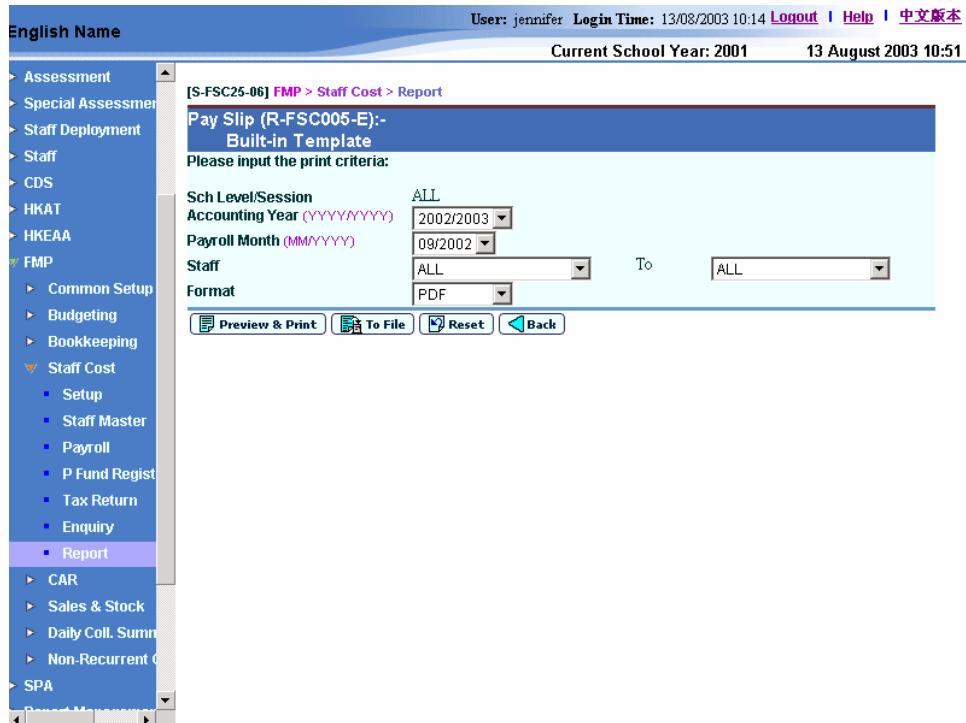
- School Level/Session

- Accounting Year

- Payroll Month

- Staff Range

- Format (PDF, WORD, RICHTEXT and EXCEL)

Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button (refer to *2.7.1 Generate Report*).

Payroll Item Detail - Payment and Cost Allocation (R-FSC016A-E)

📖   Function Description

This function allows users to generate Payroll Item Detail - Payment and Cost Allocation (R-FSC016A-E) based on the selected print criteria.

Users are recommended to print out this report along with Payroll Item Detail - Working on Payroll Net Payment (R-FSC016B-E) and Payroll Item Detail - Working on Provident Fund Contribution (R-FSC016C-E) to validate payroll entries before generating the payroll voucher.

The following criteria can be selected from this screen to generate the report:

- School Level/Session

- Accounting Year

- Payroll Month Range

- Staff Range

- Format (PDF, WORD, RICHTEXT and EXCEL)

Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button (refer to *2.7.1 Generate Report*).

Payroll Item Detail - Working on Payroll Net Payment (R-FSC016B-E)

    Function Description

This function allows users to generate Payroll Item Detail - Working on Payroll Net Payment (R-FSC016B-E) based on the selected print criteria.

Users are recommended to print out this report along with Payroll Item Detail - Payment and Cost Allocation (R-FSC016A-E) and Payroll Item Detail - Working on Provident Fund Contribution (R-FSC016C-E) to validate payroll entries before generating the payroll voucher.

The following criteria can be selected from this screen to generate the report:

- School Level/Session

- Accounting Year

- Payroll Month Range

- Staff Range

- Format (PDF, WORD, RICHTEXT and EXCEL)

Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button (refer to *2.7.1 Generate Report*).

Payroll Item Detail - Working on Provident Fund Contribution (R-FSC016C-E)

📖 Function Description

This function allows users to generate Payroll Item Detail - Working on Provident Fund Contribution (R-FSC016C-E) based on the selected print criteria.

Users are recommended to print out this report along with Payroll Item Detail - Payment and Cost Allocation (R-FSC016A-E) and Payroll Item Detail - Working on Payroll Net Payment (R-FSC016B-E) to validate payroll entries before generating the payroll voucher.

The following criteria can be selected from this screen to generate the report:

- School Level/Session

- Accounting Year

- Payroll Month Range

- Staff Range

- Format (PDF, WORD, RICHTEXT and EXCEL)

Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button (refer to *2.7.1 Generate Report*).

Payroll Report (Group by Payment Method) (R-FSC003-E)

📖   Function Description

This function allows users to generate Payroll Report (Group by Payment Method) (R-FSC003-E) based on the selected print criteria.

The following criteria can be selected from this screen to generate the report:
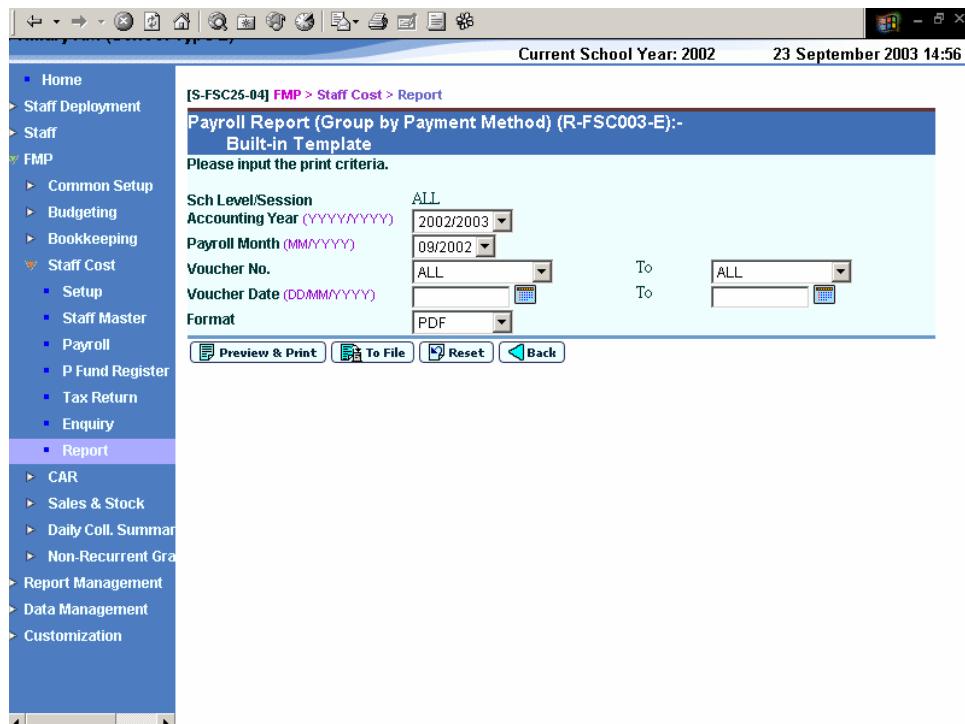
-   School Level/Session
-   Accounting Year
-   Payroll Month
-   Voucher No. Range
-   Voucher Date Range
-   Format (PDF, WORD, RICHTEXT and EXCEL)

Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button (refer to *2.7.1 Generate Report*).

Payroll Report (Group by Payroll Month) (R-FSC022-E)

📖 Function Description

This function allows users to generate Payroll Report (Group by Payroll Month) (R-FSC022-E) based on the selected print criteria.

The following criteria can be selected from this screen to generate the report:

- School Level/Session
- Accounting Year
- Payroll Month Range
- Format (PDF, WORD, RICHTEXT and EXCEL)

Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button (refer to *2.7.1 Generate Report*).

Payroll Validation Report (R-FSC001-E)

📖   Function Description

This function allows users to generate Payroll Validation Report (R-FSC001-E) based on the selected print criteria.

Users are recommended to print out this report to validate the generated payroll vouchers and generated provident fund voucher before posting the vouchers to General Ledger.

The following criteria can be selected from this screen to generate the report:

-   School Level/Session

-   Accounting Year

-   Payroll Month

-   Voucher Type (Payroll Vocuher and Provident Fund Voucher)

-   Voucher Status (ALL, Unposted and Posted)

-   Voucher No. Range.

-   Group By (Account Code and Staff Code)

-   Format (PDF, WORD, RICHTEXT and EXCEL)

Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button (refer to *2.7.1 Generate Report*).

Staff Master Listing (R-FSC006-E)

    Function Description

This function allows users to generate Staff Master Listing (R-FSC006-E) based on the selected print criteria. For control purpose, this report can only be generated in PDF format.

The following criteria can be selected from this screen to generate the report:

-   School Level/Session
-   Accounting Year
-   Staff Range
-   Format (PDF)

Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button (refer to *2.7.1 Generate Report*).

2.7.4 FSC 3 – Provident Fund

Grant / Subsidized School Provident Fund Register (R-FSC009-E)

    📖   Function Description

This function allows users to generate Grant / Subsidized School Provident Fund Register (R-FSC009-E) based on the selected print criteria.

The following criteria can be selected from this screen to generate the report:
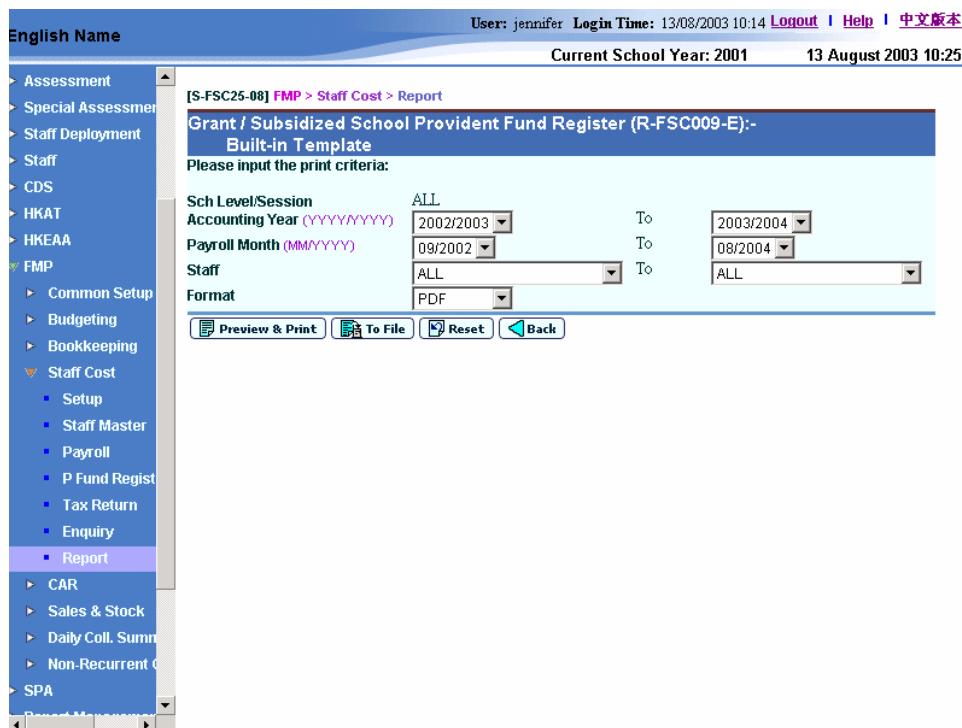
- School Level/Session

- Accounting Year Range

- Payroll Month Range

- Staff Range

- Format (PDF, WORD, RICHTEXT and EXCEL)

Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button (refer to *2.7.1 Generate Report*).

List of Staff with No Provident Fund Contribution (R-FSC012-E)

📖   Function Description

This function allows users to generate List of Staff with No Provident Fund Contribution (R-FSC012-E) based on the selected print criteria.

The following criteria can be selected from this screen to generate the report:

- School Level/Session

- Accounting Year

- Payroll Month

- Format (PDF, WORD, RICHTEXT and EXCEL)

Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button (refer to *2.7.1 Generate Report*).

ORSO / Mandatory Provident Fund Register (R-FSC017-E)

📖   Function Description

This function allows users to generate ORSO / Mandatory Provident Fund Register (R-FSC017-E) based on the selected print criteria.

The following criteria can be selected from this screen to generate the report:

- School Level/Session

- Accounting Year Range

- Payroll Month Range

- Fund Scheme (ORSO Scheme and Mandatory Provident Fund (MPF) Scheme)

- Staff Range

- Format (PDF, WORD, RICHTEXT and EXCEL)

Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button (refer to *2.7.1 Generate Report*).

2.7.5 <u>FSC 4 – Cost Allocation</u>

<u>Programme Time Spent Report (Group by Programme Code) (R-FSC010A-E)</u>

    Function Description

This function allows users to generate Programme Time Spent Report (Group by Programme Code) (R-FSC010A-E) based on the selected print criteria.

The amount captured in this report will include both payroll and provident fund contribution of staff. Only posted payroll vouchers and provident fund vouchers can be captured in this report.

The following criteria can be selected from this screen to generate the report:

- School Level/Session

- Accounting Year

- Payroll Month Range

- Format (PDF, WORD, RICHTEXT and EXCEL)

Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button (refer to *2.7.1 Generate Report*).

Programme Time Spent Report (Group by Staff Code) (R-FSC010B-E)

    Function Description

This function allows users to generate Programme Time Spent Report (Group by Staff Code) (R-FSC010B-E) based on the selected print criteria.

The amount captured in this report will include both payroll and provident fund contribution of staff. Only posted payroll vouchers and provident fund vouchers can be captured in this report.

The following criteria can be selected from this screen to generate the report:

- School Level/Session

- Accounting Year

- Payroll Month Range

- Format (PDF, WORD, RICHTEXT and EXCEL)

Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button (refer to *2.7.1 Generate Report*).

Staff Cost Control Report (Group by Account Code) (R-FSC024B-E)

📖︎ Function Description

This function allows users to generate Staff Cost Control Report (Group by Account Code) (R-FSC024B-E) based on the selected print criteria.

The amount captured in this report will include payroll payment (net of provident fund contribution) and reimbursement item (if any paid to staff). Only posted payroll vouchers can be captured in this report.

The following criteria can be selected from this screen to generate the report:
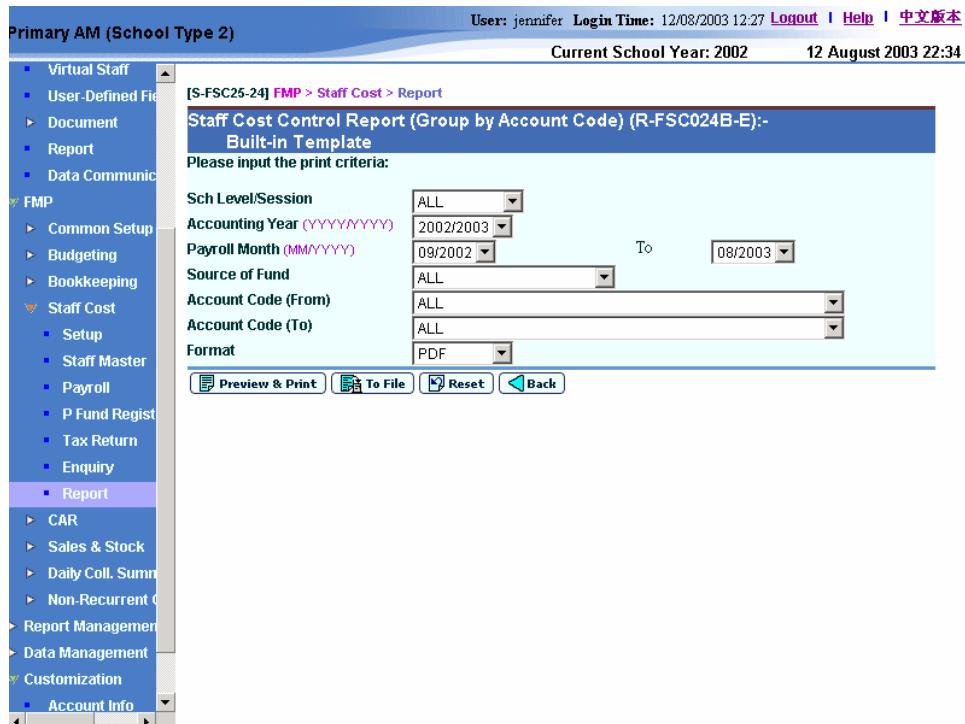
- School Level/Session

- Accounting Year

- Payroll Month Range

- Source of Fund

- Account Code Range

- Format (PDF, WORD, RICHTEXT and EXCEL)

Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button (refer to *2.7.1 Generate Report*).

Staff Cost Control Report (Group by Programme Code) (R-FSC024A-E)

📖 Function Description

This function allows users to generate Staff Cost Control Report (Group by Programme Code) (R-FSC024A-E) based on the selected print criteria.

The amount captured in this report will include payroll payment (net of provident fund contribution) and reimbursement item (if any paid to staff). Only posted payroll vouchers can be captured in this report.

The following criteria can be selected from this screen to generate the report:

- School Level/Session

- Accounting Year

- Payroll Month Range

- Programme Range

- Format (PDF, WORD, RICHTEXT and EXCEL)

Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button (refer to *2.7.1 Generate Report*).

2.7.6 FSC 5 – Annual Accounts

Salary for Non-teaching Staff (R-FSC019-E)

📖 Function Description

This function allows users to generate Salary for Non-teaching Staff (R-FSC019-E) based on the selected print criteria.

Only posted payroll vouchers and provident fund vouchers can be captured in this report.

The following specific sub-ledger code must be used as employer's contribution account code in order to correctly print out this report.

Source of Fund Code (A to G) is selected by users, and these codes are defined by EDB.

Staff Type	ORSO Scheme	MPF Scheme
Non-Boarding Staff	(Source of Fund Code A to G) 1018001	(Source of Fund Code A to G) 1018002
Boarding Staff	(Source of Fund Code A to G) 1057001	(Source of Fund Code A to G) 1057002

The following criteria can be selected from this screen to generate the report:
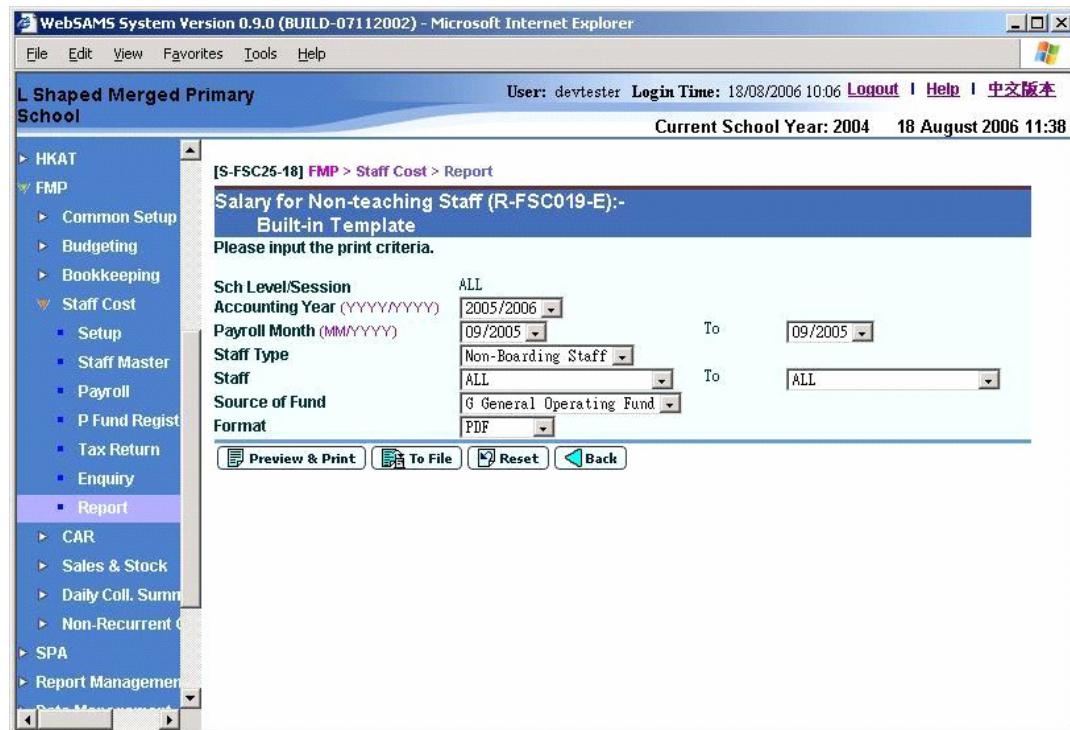
- School Level/Session
- Accounting Year
- Payroll Month Range

- Staff Type (Non-Boarding Staff and Boarding Staff)

- Staff Range

- Source of Fund

- Format (PDF, WORD, RICHTEXT and EXCEL)

Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button (refer to *2.7.1 Generate Report*).

Salary for Teaching Staff (R-FSC018-E)

📖 Function Description

This function allows users to generate Staff for Teaching Staff (R-FSC018-E) based on the selected print criteria.

The following criteria can be selected from this screen to generate the report:
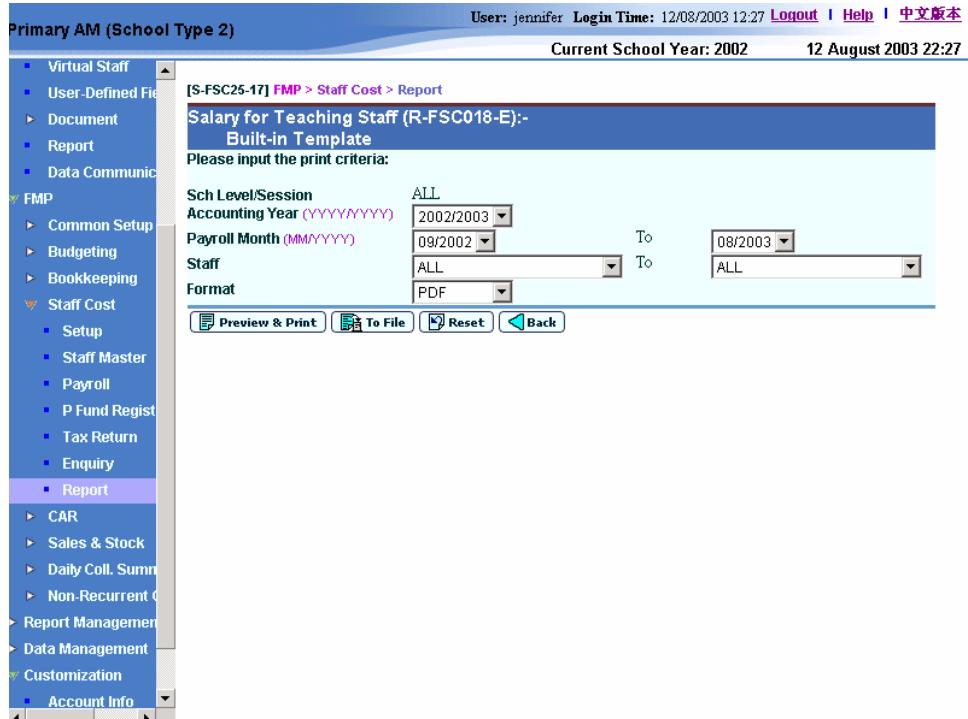
- School Level/Session

- Accounting Year

- Payroll Month Range

- Staff Range

- Format (PDF, WORD, RICHTEXT and EXCEL)

Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button (refer to *2.7.1 Generate Report*).

2.7.7 <u>FSC 6 – Taxation</u>

When users click on the report template hyperlinks: Employer's Tax Return Form For Employee (IR56B) (R-FSC007-E), List of Employees with IR56B Filed via Computerised Format (R-FSC008-E) and Error List for Staff/ Supply Teacher/ Others with Incomplete Data in Generating IR56B Softcopy (R-FSC025-E) in the category FSC 6 – Taxation or in "All categories", the system will redirect to "Tax Return" (refer to *2.5 – Tax Return* for detail).

<u>Payroll Summary for Tax Return (R-FSC013-E)</u>

📖   Function Description

This function allows users to generate Payroll Summary for Tax Return (R-FSC013-E) based on the selected print criteria.

Before generating the Employer's Tax Return IR56B, users can make use of this report to check the correctness of income accruing in a particular taxation year (April – March) for individual staff in Tax Return. To print this report, users must have already selected staff as "Tax Return Required" for the selected Taxation Year.

The following criteria can be selected from this screen to generate the report:
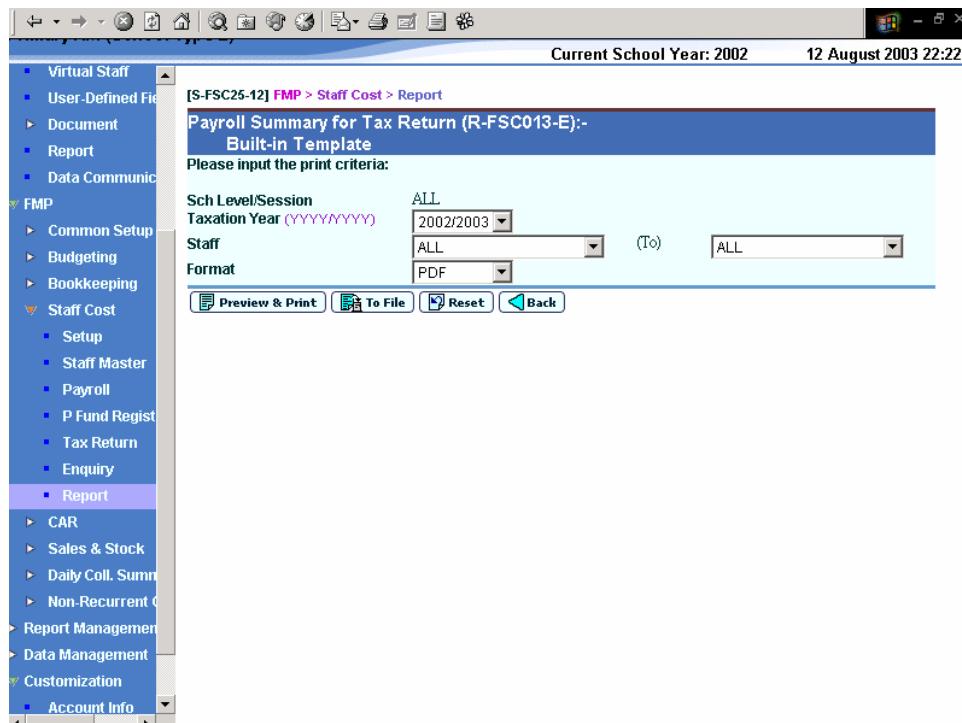
- School Level/Session

- Taxation Year

- Staff Range

- Format (PDF, Word, Richtext and Excel)

Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button (refer to *2.7.1 Generate Report*).